



Board of Commissioners Agenda

Town of Swansboro

Tuesday, January 23, 2024

Board Members

John Davis, Mayor | William Justice, Mayor Pro Tem | Larry Philpott, Commissioner
Jeffrey Conaway, 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.](#) July 10, 2023 Regular Meeting Minutes
- [b.](#) July 10, 2023, Closed Session Minutes
- [c.](#) July 24, 2023, Regular Meeting Minutes
- [d.](#) July 24, 2023, Closed Session Minutes
- [e.](#) FY 2024-2025 Budget Schedule Adoption
- [f.](#) Resolution 2024-R01 in Opposition to Proposed Homeowners' Insurance Rate Increase

IV. Appointments/Recognitions/Presentations

- [a.](#) **Recognition of One Harbor Church**
Presenter: Mayor John Davis
- [b.](#) **Introduction of Interim Manager - Jonathan Barlow**
Presenter: Mayor John Davis
- [c.](#) **Introduction of Interim Attorney - Francis Rasberry with Cauley Pridgen**
Presenter: Mayor John Davis
- [d.](#) **Fire Department Recognitions**
Presenter: Jacob Randall – Fire Chief

e. Board Appointments

Presenter: Alissa Fender – Town Clerk

Due to expiration of terms or resignations, there are several board appointments needed. A list of expirations is provided below as well as those members who seek re-appointment and a Talent Bank Sheet with those citizens with an interest in serving. At its December 15, 2023, special meeting, the board tabled appointments to the first meeting in January to allow for more time to consider applicants and for the applicants to be notified that their attendance at the meeting was desired. Those interested in appointment or reappointment were notified via email of the board's desire for their attendance at the meeting.

Recommended Action:

- 1. Consider appointments to the Planning Board*
- 2. Consider appointments to the Historic Preservation Commission*
- 3. Consider appointments to the TDA*
- 4. Consider appointments to the Parks Board*

V. Public Hearing – none

VI. Business Non-Consent

a. LASII Stormwater Master Plan Grant Update

Presenter: Rebecca Brehmer – Projects/Planning Coordinator, CFM, CZO

The Town of Swansboro was awarded a \$400,000 grant as part of the Local Assistance for Stormwater Infrastructure Investments (LASII) grant from the American Rescue Plan Act (ARPA). The goal of the Stormwater Master Plan is to collect data and update the database of the Town's stormwater infrastructure for future updates and maintenance. WithersRavenal was selected to complete the project in October of 2023. At a December 18, 2023, kickoff meeting with staff and WithersRavenal, a public outreach meeting was recommended. It was decided this standalone meeting will be held in February to gather both input and to educate the community of the details of the project. Through monthly progress meetings scheduled with Staff and WithersRavenal, further details of the meeting and project timeline will be available soon.

Recommended Action: Receive update.

b. Application for Assistance to Firefighters Grant (AFG)

Presenter: Jacob Randall – Fire Chief

The need to communicate with other agencies is detrimental to the success and safety of Emergency Services. As we strengthen working relationships with surrounding agencies, we have identified a deficiency in our current capabilities. The Federal Emergency Management Agency (FEMA) provides grant opportunities for enhancing homeland security, preparedness, safety, and community resiliency. One of those grant opportunities is the Assistance to Firefighters Grant (AFG).

Recommended Action:

- 1. Approve the Fire Department to seek regional grant funding for essential communications equipment through the FY 2023 Assistance to Firefighters Grant (AFG) as the "host" agency partnering with the Hubert Volunteer Fire Department, estimating \$822,800 but not to exceed \$900,000.*
- 2. Allow the town manager and fire chief to draft a cost-share agreement preparing for any award notifications or the potential for future financial opportunities to maximize cost efficiency between agencies.*

c. Application for Staffing for Adequate Fire and Emergency Response (SAFER)

Presenter: Jacob Randall – Fire Chief

Through evaluation, risk analysis, and strategic planning, the Town of Swansboro Fire Department identified the need to increase the staffing level and medical services capabilities better to protect the livelihood of our citizens and guests. The Federal Emergency Management Agency (FEMA) provides grant opportunities for Staffing Adequate Fire and Emergency Services (SAFER) to hire personnel and enhance the level of Emergency Services offered by the Town of Swansboro.

Recommended Action:

1. *Approve the Fire Department to seek funding for hiring twelve (12) personnel through the FY 2023 Staffing for Adequate Fire and Emergency Services (SAFER) grant for an application minimum of \$2,693,516.12 but not to exceed a maximum request of \$2,850,000.00.*
2. *Allow the Fire and Police Chief to compile options for a public safety pay scale to promote recruitment and retention and reduce employee classification compression.*

d. Monthly Financial Report as of December 31, 2023

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. 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; 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
July 10, 2023, Regular Meeting Minutes

Item IV - a.

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

Call to Order/Opening Prayer/Pledge

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

Public Comment

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

Adoption of Agenda and Consent Items

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the agenda and the below consent item was approved unanimously.

- Text Amendment/Town Code Chapter 74 Schedule V. One Way Streets and Chapter 75 Parking Schedules; Ordinance 2023-O8

Appointments/Recognitions/Presentations

Employee Introduction

Deputy Clerk Cuadro Introduced Linda Stegall who joined administrative service as the Permit tech. Linda bring with her 30 years of administrative experience.

Employee Recognitions

Police Chief Dwayne Taylor Presented the Advanced Law Enforcement Certification to Lieutenant Ben Brim and Detective Jeremy McNeil.

Parks & Recreation Month Proclamation

Mayor John Davis presented Parks and Recreation Director Stanley and her department with a proclamation designating July as the Parks and Recreation Month. Director Stanley shared that the Parks and Recreation Department's success was contributed to the staff, community partners and volunteers as well as funding opportunities that had been obtained.

Waterfront Plan Presentation

Commissioner Philpott reviewed a presentation to refresh the board on the Waterfront Plan *attached herein*.

The board provided the following comments:

- The plan Does not reflect the current reality and needs to be more in line with the Land Use plan.
- Reactivate the Waterfront access development plan committee.
- Look into what can be budgeted or research grants.
- The vision is to see the Waterfront Plan Continue

The board would like to review and look at the Waterfront plan again as a project in the next few months.

Business Non-Consent

EOC/PSB Feasibility Report

Ernie Olds and Brice Reid with Becker and Morgan addressed the board and reviewed that the final draft feasibility study was presented to the Emergency Operations Center committee on June 21, 2023. The Committee made some suggested clarification points that Becker Morgan incorporated. The study included four options *herein attached*, that captured space needs in differing ways. In all options the EOC would be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions. Staff recommends Option C or D as both provide opportunity for the preferred drive-through bays and allows for the existing building to be re-purposed in the future for another use.

The budget summary for the 4 options were as follows:

- Option A – \$4.2M 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 \$535,000. Total budget range (+/- 15%) = \$5.4M to \$7.3M.
- 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 \$533,000 and soft cost of \$908,000. Total budget range (+/- 15%) = \$9.2M to \$12.4M.
- Option C – \$8.7M 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 \$917,000. Total budget range (+/- 15%) = \$9.3M to \$12.6M.
- 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 \$376,000 and soft cost of \$1.01M. Total budget range (+/- 15%) = \$9.9M to \$13.4M. Note, the budget summary does not include land acquisition.

In response to inquiries from the Board the following details were clarified:

- Option A was realistic for the available funds of \$6 million, but the apparatus would be least protected with that option.
- The proposed building was only a place holder and would be further defined once a decision was made and the project moved forward, and design of the facility takes 6 to 8 months.
- During a storm of category 3 or higher certain apparatuses are not used and responses are altered, and some may be moved to a location that's safer.
- If the board chose to move forward with Option C, it would provide room to grow and be useful to the Town of 20 to 30 years.

The board discussed the construction options and the possibility of obtaining more funding as they all exceeded the amount of funds received. By consensus the board directed Manager Webb to draft a letter with gratitude to the state representative George Cleveland, requesting more funds to complete the project.

Future Agenda Topics

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

- Social District Consideration to be discussed again at a future board meeting for festivals and concerts with a different map for the area that the one originally proposed previously.

Public Comment

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

Board Comments

Commissioners thanked the staff, EOC committee, and consultants for all their work with the feasibility study.

Mayor Davis shared that the July 3 Celebration was outstanding and thanked the staff. One concern was a crosswalk and would like to have one for future festivals and events possible at Baptist church and fire station. Regarding the duck situation, Mayor Davis would like to get the wildlife involved to help the town. Tank shared details he discovered with wildlife habitat. They will be contacting him to come together with a plan and assist the town on what our options were.

In response to an inquiry from the board, Fire Chief Randall shared that a mock stand-up of the EOC at the United Methodist Church was planned in the coming weeks.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Philpott the board enter closed session at 7:58 pm pursuant to NCGS 143-318.11 (a) (3) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege and (5) regarding property acquisition.

Pursuant to a motion duly made in and seconded in closed session the board returned to open session.

Adjournment

On a motion by Commissioner Pugliese, seconded by Commissioner Turner, the meeting adjourned at 9:03 pm.

**Town of Swansboro
Board of Commissioners
July 24, 2023, Regular Meeting Minutes**

Item IV - c.

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

Call to Order/Opening Prayer/Pledge

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

Public Comment

Kim Kingrey of 212 Elm Street shared that she liked the ducks and thought they were cute, but over the past years' things have shifted and there are too many. In addition to having to deal with dead ducks, they fly more than they used to. She felt that something should be done because they are getting on porches and vehicles and homeowners are having to deal with the other nuisance of their feces.

Adoption of Agenda and Consent Items

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the agenda was approved unanimously.

Public Hearing

Text Amendment to 152.179 Table of Permitted/Special Uses

Projects/Planning Coordinator Brehmer reviewed that the Town received a request from Swansboro High School to allow the replacement of the existing band tower in the front yard of the High School. Since 2000, accessory structures have not been permitted in front yards. However, in 2020 Ordinance 2020-06 was passed to allow accessory structures in the front yard on lots two (2) acres or greater. The purpose of this amendment is to include Government/Educational (G/E) properties to be permitted as a use in that category.

The public hearing was opened at 5:36 pm then closed, no comments were offered.

On a motion by Commissioner Conaway, seconded by Commissioner Pugliese, Ordinance 2023-O9 and the Comprehensive Plan Consistency Statement was approved unanimously amending the Unified Development Ordinance to amend Section 152.179 to allow accessory structures in the front yard on lots two (2) acres or greater in the GE (Governmental/Educational Zoning) district.

Business Non-Consent

Duck Population Control Measures

Public Works Director Bates reviewed that he had been in contact with two organizations that could assist with population control measures. OWLS and Possumwood Acres.

Executive Director, Toni O'Neal with Possumwood Acres was in attendance to provide further information.

Ms. O'Neal shared that over the past several years her Muscovy duck intake has doubled each year from the Swansboro area. She shared that collection of eggs before they are sat upon by the ducks and having only 1 area for feeding, and education to residents are measures that can be taken to control the population. To address the overpopulation situation that existed she recommended having a rehoming/adoption campaign allowing interested parties to capture the ducks for relocations to their property. Mrs. O'Neal shared that in her opinion around 20 ducks was a sustainable population for our area.

In response to inquires from the board staff clarified the following details

- There were approximately 200-250 ducks downtown.
- The town ordinance is enforceable and included a fine of \$50.

After discussion, by consensus of the board, signs would be created to deter feeding, a centralized feed area would be explored, and Mrs. O'Neal would work with the Town Manager to help facilitate decreasing the duck population to around 20 ducks.

Text Amendment/Town Code Chapter 34: Fire Department

Fire Chief Randall shared that after carefully reviewing the ordinances relating to the organization of the Fire Department and fire prevention, most all ordinances were outdated on current methodologies, industry standards, approaches, or evolved operations. An amendment is recommended to realign, amend, and strengthen the adopted ordinances relating to the organization of the fire department.

On a motion by Commissioner Conaway seconded by Commissioner Philpott, Ordinance 2023-O10 amending Town Code Chapter 34: Fire Prevention was approved unanimously.

Town Code Amendment to Chapter 50: Refuse, Solid Waste and Recycle, § 50.26 Curbside pickup
Public Works Director Bates reviewed that at the board's request, staff drafted an amendment to the Town Code § 50.26 Curbside pickup, to apply a location designation for curbside collection area and restriction on the amount of time trash and recycle containers can be curbside for collection.

The curbside area recommended was in front of the property and at least 3 feet from other objects such as mailboxes, vehicles, and utilities poles. The timeframe recommended for placement curbside was no earlier than 6 pm the night before collection and removal no later than 6 am the day following collection. Allowing residents to place containers curbside the night before and remove the day following collection, provided an adequate timeframe for all persons to accommodate placing and removing their containers based

on their schedules and to account for possibly delays or issues. This timeframe for containers to be curbside would be for a total of 36 hours.

Due to the daylight changes during the winter months, the hour of 5 pm the night before was recommended, and agreed upon by the board.

On a motion by Commissioner Philpott, seconded by Commissioner Turner Ordinance 2023-O11 amending § 50.26 Curbside pick up to restrict the amount of time trash and recycle containers can be curbside for collection was approved unanimously with the hour change from 6 pm to 5 pm the night before collection.

Financial Report as of June 30, 2023

Mrs. Johnson reviewed details from the monthly financial report, attached herein with the PowerPoint presentation of the meeting.

Future Agenda Topics

Future agenda items were shared for visibility and comment. In addition, an opportunity was provided for the Board to introduce items of interest and subsequent direction for placement on future agendas. There were no other items added for future review.

Public Comment

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

Board Comments

Commissioner Philpott shared that a letter had been sent to state representatives requesting additional funding for the EOC and that loans were still under research.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Philpott the board entered closed session at 6:36 pm pursuant to NCGS 143-318.11 (a) (5) regarding property acquisition.

Pursuant to a motion duly made in and seconded in closed session the board returned to open session.

Adjournment

On a motion by Commissioner Turner, seconded by Commissioner Pugliese, the meeting adjourned at 7:28 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **FY 24-25 Budget Schedule Adoption**

Board Meeting Date: **January 23, 2024**

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


Overview: As provided, see FY 24-25 Budget Schedule for your consideration.

Background Attachment(s): FY 24-25 Budget Schedule

Recommended Action: Motion to approve FY 24-25 Budget Schedule

Action: _____

BUDGET SCHEDULE – FISCAL YEAR 2024-25*



January 23, 2024	Adoption of Budget Calendar
TBD	Budget Workshops
January 17, 2024	Budget instructions distributed to Department Heads
February 7, 2024	FY 24-25 draft CIP, capital outlay requests and major program request changes (i.e., new personnel, large contracts, etc.) are due. Any increase that will cause the budget request to be greater than 5-10% of current year's initial budget must be submitted at this point.
February 14, 2024	Operating and year-end projection worksheets due to Finance
February 22, 2024	Budget Workshop
February 27, 2024	Finance presents first draft of budget to Town Manager
March 1-7, 2024	Town Manager, Finance Director, and Department Heads review departmental requests. Department Heads-try to leave schedules open.
March 8-15, 2024	Budget Revisions & Team Lock Down to balance Budget
March 18-22, 2024	Budget Workshop: Budget Overview
April 8-30, 2024	Additional Budget Workshops, if necessary
May 14, 2024	Set Public Hearing for June 11, 2024
June 1, 2024	Budget Distribution, available for public inspection
June 11, 2024	Board holds Public Hearing
June 25, 2024	Board adopts Fiscal-Year 2024-2025 Budget
July 1, 2024	FY 24-25 Begins

****All dates are subject to change***

TOWN OF SWANSBORO

Resolution 2024-R01 in Opposition to Proposed Homeowners' Insurance Rate Increase

WHEREAS, the North Carolina Rate Bureau (NCRB) has submitted a proposal for a substantial 42.2% increase in homeowners' insurance rates, scheduled to take effect on August 1, 2024, as communicated by the esteemed NC Insurance Commissioner Mike Causey; and

WHEREAS, our neighboring communities, including Emerald Isle, are facing even more drastic increases, with a staggering 99.4% proposed hike for beach homeowners; and

WHEREAS, the residents of the 28584 Zip Code, which includes Cedar Point, Cape Carteret, Peletier, and Swansboro, are confronted with a significant 71.4% jump in homeowners' insurance rates; and

WHEREAS, recognizing the importance of a fair and sustainable insurance system while acknowledging the potential severe consequences such a rate hike could impose on the financial well-being of our community members; and

WHEREAS, as responsible homeowners, we express deep concern about the affordability of insurance coverage under the proposed changes.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Swansboro officially opposes the proposed homeowners' insurance rate increase by the NCRB; and

BE IT FURTHER RESOLVED, that we, the representatives of the Town of Swansboro, urge all elected officials, community leaders, and citizens to stand united in opposition to this substantial rate increase; and

BE IT FURTHER RESOLVED, that we call upon our elected representatives to use their influence to advocate against the proposed rate hike and to work diligently towards implementing policies that promote fairness, transparency, and affordability in the insurance industry; and

BE IT FURTHER RESOLVED, that copies of this proclamation be transmitted to the offices of the NC Insurance Commissioner Mike Causey, local elected officials, and other relevant stakeholders, conveying our unified stance against the proposed homeowners' insurance rate increase.

IN WITNESS WHEREOF, I, John Davis, Mayor of the Town of Swansboro, on behalf of the Board of Commissioners for the Town of Swansboro do hereby set my hand and cause the seal of the Town to be affixed this 23rd day of January 2024.

John Davis Mayor

William Justice, Mayor Pro Tem

Larry Philpott, Commissioner

Jeffrey Conaway, Commissioner

Joseph Brown, Commissioner

Douglas Eckendorf, Commissioner

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **January 23, 2024**

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

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

At its December 15, 2023, special meeting, the board tabled appointments to the first meeting in January to allow for more time to consider applicants and for the applicants to be notified that their attendance at the meeting was desired. Those interested in appointment or reappointment were notified via email of the board’s desire for their attendance at the meeting.

The following Boards have expirations with reappoints or appointments needed.

Planning Board

One (1) In Town seat to consider for appointment.

Joe Brown – Elected as commissioner

One (1) ETJ seat to consider for appointment.

Ed McHale – Term expires 01/2024, does not have interest in re-appointment

There are 10 in-town application(s) on file. There are 0 ETJ application(s) on file.

Historic Preservation Commission

Four (4) seats to consider for appointment/reappointment – 3 regular and 1 ALT

Jonathan McDaniel – Term expired 12/2023 has interest in re-appointment

Elanie Justice – Term expired 12/2023 has interest in re-appointment

Edward Binanay – Term expired 12/2023 does not have interest in re-appointment

(ALT) Gregg Casper – Term expired 12/2023 has interest in re-appointment

There are 4 application(s) on file.

Tourism Development Authority

Three (3) seats to consider for appointment/reappointment.

Sherrie Hancock – Term expired 12/2023 has interest in re-appointment

Scott Chadwick – Term expired 12/2023 has interest in re-appointment

Linda Thornley – Term expired 12/2023 has interest in re-appointment

There are 10 application(s) on file.

Action: _____

Parks Board

Four (4) seats to consider for appointment/reappointment. 2 in Town and 1 ETJ for reappointment and 1 ETJ vacancy.

Nancee Allen – Term expires 1/2024 has interest in re-appointment

Elana Messenger – Term expires 1/2024 has interest in re-appointment

(ETJ) Debra Pylypiw – Term expires 1/2024 has interest in re-appointment

There are 8 in town application(s) on file. There are 0 ETJ application(s) on file.

Background Attachment(s):

1. NCGS 160A-362 and NCGS 128-1.1
2. Tourism Development Authority Membership Requirements
3. Talent Bank Sheet

Recommended Action:

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

§ 160A-362. Extraterritorial representation.

When a city elects to exercise extraterritorial zoning or subdivision-regulation powers under G.S. 160A-360, it shall in the ordinance creating or designating its planning board provide a means of proportional representation based on population for residents of the extraterritorial area to be regulated. Representation shall be provided by appointing at least one resident of the entire extraterritorial zoning and subdivision regulation area to the planning board and the board of adjustment that makes recommendations or grants relief in these matters. For purposes of this section, an additional member must be appointed to the planning board or board of adjustment to achieve proportional representation only when the population of the entire extraterritorial zoning and subdivision area constitutes a full fraction of the municipality's population divided by the total membership of the planning board or board of adjustment. Membership of joint municipal county planning agencies or boards of adjustment may be appointed as agreed by counties and municipalities. Any advisory board established prior to July 1, 1983, to provide the required extraterritorial representation shall constitute compliance with this section until the board is abolished by ordinance of the city. The representatives on the planning board and the board of adjustment shall be appointed by the board of county commissioners with jurisdiction over the area. When selecting a new representative to the planning board or to the board of adjustment as a result of an extension of the extraterritorial jurisdiction, the board of county commissioners shall hold a public hearing on the selection. A notice of the hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The board of county commissioners shall select appointees only from those who apply at or before the public hearing. The county shall make the appointments within 45 days following the public hearing. Once a city provides proportional representation, no power available to a city under G.S. 160A-360 shall be ineffective in its extraterritorial area solely because county appointments have not yet been made. If there is an insufficient number of qualified residents of the area to meet membership requirements, the board of county commissioners may appoint as many other residents of the county as necessary to make up the requisite number. When the extraterritorial area extends into two or more counties, each board of county commissioners concerned shall appoint representatives from its portion of the area, as specified in the ordinance. If a board of county commissioners fails to make these appointments within 90 days after receiving a resolution from the city council requesting that they be made, the city council may make them. If the ordinance so provides, the outside representatives may have equal rights, privileges, and duties with the other members of the board to which they are appointed, regardless of whether the matters at issue arise within the city or within the extraterritorial area; otherwise they shall function only with respect to matters within the extraterritorial area. (1959, c. 1204; 1961, c. 103; c. 548, ss. 1, 13/4; c. 1217; 1963, cc. 519, 889, 1076, 1105; 1965, c. 121; c. 348, s. 2; c. 450, s. 1; c. 864, ss. 3-6; 1967, cc. 15, 22, 149; c. 197, s. 2; cc. 246, 685; c. 1208, s. 3; 1969, cc. 11, 53; c. 1010, s. 5; c. 1099; 1971, c. 698, s. 1; 1983, c. 584, ss. 1-4; 1995 (Reg. Sess., 1996), c. 746, s. 2; 2005-418, s. 11.)

§ 128-1.1. Dual-office holding allowed.

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

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

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

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

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

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

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

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

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Ruth White Town Limits (919)614-4996 (4/2023)

Interested in Park Board

- Retired Practice Manager of Medical office
- Associate degree: Medical Secretary
- Volunteered at schools, served on beautification committee for Raleigh High School, volunteer with Brownie Troop
- Has worked daily with the Parks & Rec department since 2019 on behalf of the Pickle Ball program. Assisted with raising funds to purchase nets and balls and assisted with creating of the courts by painting them and patching holes. Accustomed to working as part of a team and problem solving.
- Interested in serving the Swansboro community, events and festivals and would like to contribute.

Eric Young Town Limits (405) 434-7145 (2/2023) – Appointed to HPC April 2023

Interested in Planning Board Board of Adjustment Park Board Tourism Authority Other

- Retired
- Master of Science in Adult Learning and Leadership, Master of Art Organizational Security
- 27 years in USMC leading organizations ranging in size from 50 to 850. Skilled in coordinating efforts of cross-functional and cross-cultural teams. Practiced in providing vision, strategy, and innovative solutions. Familiar with procedural law as both a commanding officer and member of law enforcement.

John Fitzgerald Town Limits (910)382-4292 (2/2023) – Appointed to BOA April 2023

Interested in Historic Preservation Planning Board Park Board Tourism Authority Other

- Retired
- Bachelor of Arts: Urban Planning, Master of Administration, Master of Arts National Strategic Studies
- Highly experienced leader with over 40 years of logistics managerial experience with both the Departments of State and Defense. Undaunted when faced with complex logistical problems, draws on vast experience operating at the tactical, operations, and strategic levels of the US government to apply a logical well-thorough approach to solve problems.

Lawrence Abalos Town Limits (910) 389-7500 (11/2022) – Appointed to Parks Board Aug 2020

Interested in Tourism Authority

- Self Employed
- Bachelor's degree
- Current member of Parks & Rec board, Vice President of Swansboro Century Club, Coastal FCS Board member, Youth Sports Coach
- Would like to be a part of our community growth and development.

Matthew Prane Town Limits (910)750-2103 (10/2023)

Interested in Park Board

- USMC
- Master's Degree
- Over 21 years serving the USMC and participated in many community events, sporting competitions, and continues to volunteer with youth programs in sports and scouting.
- Interested in serving on the parks board to promote growth and see opportunities to develop a more family and community-based programs to support the community.

Note: Applications are kept on file for one year.

(Updated 1/2024) afender Z:\Town Clerk\Advisory Board Members

Michael Alden Diehl **Town Limits** (252)646-9221 (11/2023)

Interested in Planning Board Park Board Tourism Authority

- Marine Superintendent – Duke University Marine Labs
- Bachelor Degree
- Community involvement includes Travis Manion Foundation, Team Rubicon, Tunnels to Towers, Mountain to Sea Trail Angel
- Has worked around the world, in the military and as a civilian. Has ample experience building teams and working with diverse stakeholders to meet consensus and accomplish goals.
- Desires a more active role serving the community and working with citizens to continue building on the great work that Swansboro a wonderful place.

Gary Keroack **Town Limits** (904)537-7273 (11/2023)

Interested in Planning Board Other

- Retired, Occasional Math Tutor
- MBA, M.A. Math Education (6-12)
- HOA Design Board Member in Florida and Halls Creek
- Special skills include meteorology, oceanography, and business administration
- Desire to volunteer his free time to become more involved in the community

Lauren Brown **Town Limits** (910)459-0787 (11/2023)

Interested in Planning Board Historic Preservation Park Board

- Vice President & Chief Projects Officer at MeterSYS
- Master in Public Administration from UNCW
- Co-founded & managed the Fishstrong Foundation for 2 years, volunteer for special events in the area
- MPA education instilled skills, research, and cooperation for, with, and on behalf of local governments. My current work serves public utilities for which we consult and manager project for
- Born & raised in Swansboro, and recently moving back after being away from 17 years, she has a unique perspective and love for Swansboro and wants to contribute.

Kelley Brown (910)238-0191 (11/2023)

Interested in Tourism Authority

- Sales Manager Hampton Inn Suites
- Highschool graduate
- Currently President of SACC, member of the Military Affairs Committee, TAC Committee for Onslow County, Hospitality Committee for Onslow County. Previously recognized as the 2022 Hospitality Person of the Year, and 2021 SACC Businesswoman of the Year.
- Working in the hotel in sales provide a unique insight into what groups are coming to the area for and how to keep them returning. Knowledge includes how to attract other groups and what to do from a town standpoint to keep the area busy.
- The hotel has a special position, they are consistently involved in the community and in the growth of the town, as it advances all interest and desires to provide both to the community through participating on an advisory board.

Note: Applications are kept on file for one year.

(Updated 1/2024) afender Z:\Town Clerk\Advisory Board Members

Ben Rupert **Town Limits** (910)381-1848 11/2023

Interested in Planning Board

- Estimator with Faulconer Construction Company
- Bachelor of Science in Civil Engineering
- Served on the Town of Youngsville Planning Board
- 5 years of land development experience and 8 years of heavy civil construction
- Desires to make a sustainable impact on future land use and development in the town.

Bryan Lowe **Town Limits** (910)978-6498 12/2023

Interested in Planning Board Board of Adjustment

- Retired/Disabled Veteran
- Master of Science, Logistics Management and Black Belt Lean Six Sigma
- Involved with Veterans Memorial Gardens, Past president of Warrant Officer Association
- Logistics background, developed processes
- Desires to find a good use for free time

Steven Overby **Resides in Peletier** (910)554-6924 12/2023

Interested in Tourism Authority

- Owner of April Fresh Cleaning Service
- High School Graduate
- Currently serving on the Swansboro Area Chamber of Commerce Board of Directors, Government Affairs Committee Chair. Former Town of Peletier Commissioner
- Involved with municipal government for many years and business works directly with property owners that generate occupancy tax dollars
- Supports tourism and believes it plays a vital role in sustaining out local economy, desires to be involved in decision making related to tourism and will bring a unique perspective

Preston Patterson **Town Limits** (206)407-5998 12/2023

Interested in Tourism Authority

- Owner of Swansboro Food & Beverage Co.
- Bachelor's in business administration
- Primarily volunteers good & services since and donated to multiple local non-profit organizations that intend to directly impact Swansboro
- Scholastic background is business has helped to make big picture ideas become an obtainable reality with proper budgeting and planning. 20+ years in the service industry which has given a wide range of experience with people and preferences
- Truly cares for the great people in Swansboro and wants it to be the best it can be. Believes experience and point of view are in line with what is desired to be accomplished

Jane Simpson **Town Limits** (910)389-8425 12/2023

Interested in Tourism Authority

- Owner/Operator of Lady Swan Boat Tours
- Master in education/Counselor Education
- Involved with Friends of Hammocks Beach & Bear Island, Friends of NC State parks, Swansboro Area Chamber of Commerce board member, Swansboro Historic Association member
- 11 years' experience in tourism related job
- Desires to assist local businesses & services by brining tourist to Swansboro to experience the history & beauty of the area

Note: Applications are kept on file for one year.

(Updated 1/2024) afender Z:\Town Clerk\Advisory Board Members

Frank Jones **Town Limits** (919)820-2342 12/2023

Interested in Planning Board

- Retired
- Bachelor of Science In Mechanical Engineering
- Involved with civic groups, Jaycees & Lions
- Past professional experience in project planning & execution
- Interested in future growth of Swansboro & helping support town commissioners in evaluating proposed projects that might impact that growth

Jerry Seddon **Town Limits** (631)697-3092 12/2023

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

- Self Employed
- High School Graduate
- Previously served on Historic Preservation Commission, Planning Board and TRC

Tim Vannoy **Town Limits** (910)388-7124 12/2023

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

- Telecom Specialist with USMC
- Some college
- Swansboro Baseball & Softball Association (SBSA) coach, helped clean up after Florence, HOA board for Halls Creek North, mows SBSA fields with own equipment
- USMC IT retired 22 years, in current job oversees construction on base, completes daily inspections and oversees contracts
- Interest is the town, believes understanding of prior jobs will bring a motivation that is needed

William Keith Walsh **Town Limits** (910)340-1666 1/2024

Interested in Other

- Self Employed
- Bachelor of Arts, International Finance Course Degree arbitrage Certification, Master of Business Admin
- Swansboro Rotary Club President 1987-1988, Hurt Harbor Association President 2006-2009, Park Place @ Hammocks Beach HOA President 2012-2019, Lifetime Member of Friends of Hammocks Beach & Bear Island
- NC Licensed general contractor, NC Licenses Real Estate Broker, Skills - Finance/Investment Placement & Commercial Site Selection

*Note: Applications are kept on file for one year.
(Updated 1/2024) afender Z:\Town Clerk\Advisory Board Members*



Board of Commissioners Meeting

Agenda Item Submittal

Item To Be Considered: **LASII Stormwater Master Plan Grant Update**

Board Meeting Date: **January 23, 2024**

Prepared By: **Rebecca Brehmer – Projects/Planning Coordinator, CFM, CZO**

Overview: The Town of Swansboro was awarded a \$400,000 grant as part of the Local Assistance for Stormwater Infrastructure Investments (LASII) grant from the American Rescue Plan Act (ARPA). The goal of the Stormwater Master Plan is to collect data and update the database of the Town’s stormwater infrastructure for future updates and maintenance. WithersRavenal was selected to complete the project in October of 2023. At a December 18, 2023, kickoff meeting with staff and WithersRavenal, a public outreach meeting was recommended. It was decided this standalone meeting will be held in February to gather both input and to educate the community of the details of the project. Through monthly progress meetings scheduled with Staff and WithersRavenal, further details of the meeting and project timeline will be available soon.

Recommended Action: Receive update.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Application for Assistance to Firefighters Grant (AFG)**

Board Meeting Date: **January 23, 2024**

Prepared By: **Jacob Randall – Fire Chief**

Overview: The need to communicate with other agencies is detrimental to the success and safety of Emergency Services. As we strengthen working relationships with surrounding agencies, we have identified a deficiency in our current capabilities. The Federal Emergency Management Agency (FEMA) provides grant opportunities for enhancing homeland security, preparedness, safety, and community resiliency. One of those grant opportunities is the Assistance to Firefighters Grant (AFG).

During the FY 23-24 Budget Workshop, held on May 17, 2023, the intention was to seek funding assistance for new communications equipment for Fire and Emergency Services. The grant, if awarded, would assist in purchasing the necessary equipment to enhance our communication efforts with surrounding agencies operating on numerous communication bands.

We have been approached to complete this grant as a Regional Grant, meaning numerous agencies would receive the equipment if awarded. The Hubert Volunteer Fire Department would like to join forces in seeking this grant funding to support not one but two agencies with essential equipment while reducing the overall financial burden on the departments and, ultimately, the Citizens. The Town of Swansboro would be the “host” agency. We would write the grant, perform the purchasing, complete all necessary reporting measures, and request reimbursement from FEMA. The region's population dictates the Cost-Share Match expense encumbered with this grant. However, we would divide the cost-share match between the two agencies based on the quantity of equipment issued. Populations under 20,000 are a 5% cost-share match, and populations over 20,000 but less than 1,000,000 are a 10% cost-share match.

The preliminary quote for this equipment, which is needed to issue personnel and equipment radios, is \$822,800.00. That is an estimated cost-share match of \$74,801.55. If selected for this grant funding, that would amount to a Cost-Savings of \$747,998.45 if the equipment was purchased or financed.

The AFG has a tentative application process initiated in mid-late January, with award notifications from Late April to May until funds are exhausted. Furthermore, the acceptance of this grant would be presented to the Board of Commissioners for official acceptance in the form of a Resolution, as was completed in the FY 22 AFG award for the Breathing Air Cascade System.

Background Attachment(s): None

Action: _____

Recommended Action:

1. Approve the Fire Department to seek regional grant funding for essential communications equipment through the FY 2023 Assistance to Firefighters Grant (AFG) as the “host” agency partnering with the Hubert Volunteer Fire Department, estimating \$822,800 but not to exceed \$900,000.
2. Allow the town manager and fire chief to draft a cost-share agreement preparing for any award notifications or the potential for future financial opportunities to maximize cost efficiency between agencies.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Application for Staffing for Adequate Fire and Emergency Response (SAFER)**

Board Meeting Date: **January 23, 2024**

Prepared By: **Jacob Randall – Fire Chief**

Overview: Through evaluation, risk analysis, and strategic planning, the Town of Swansboro Fire Department identified the need to increase the staffing level and medical services capabilities better to protect the livelihood of our citizens and guests. The Federal Emergency Management Agency (FEMA) provides grant opportunities for Staffing Adequate Fire and Emergency Services (SAFER) to hire personnel and enhance the level of Emergency Services offered by the Town of Swansboro.

During the FY 23-24 Budget Workshop on May 17, 2023, direction was given to plan and present the service level enhancement vision and find funding to reduce the financial burden.

The SAFER grant, if awarded, will fund the requested new positions, allowing for adequate time to augment and enhance planning efforts needed to sustain the positions. Typically, the positions are funded for three (3) years. The notice of funding has not been released, so the cost match, if any, has not been provided. In the past five (5) cycles, it has been a 0% match for the applicant, with 100% funding for Salary, Benefits, and Fair Labor Standards Act (FLSA) accrued overtime from FEMA. The salary reimbursement would not account for any Festivals or Non-Standard overtime accumulated by the employee, aside from recognized holidays.

In August, we enhanced our EMS response from only high-priority calls (Charlie, Delta, Echo) to all calls (Alpha-Echo) to better serve the citizens of the Swansboro and White Oak River Community Fire Districts. The Fire Department, in 2023, responded to 1,221 emergency incidents, an increase from the 2022 total of 813. We experienced an average on-scene time awaiting an ambulance for definitive care of over 19.5 minutes. This funding opportunity allows the ability to provide a Paramedic level provider within minutes, establishing care and treatment for a wider range of life-threatening issues.

To sustain the program while focusing on our primary legal responsibility of Fire Suppression and Protection, the number of personnel requested would allow for an effective response force for both fire and EMS response, aiding in lowering the Insurance Rating for available personnel credit. Likewise, the already developed professional development ladder allows for continuous growth of employees to increase their provider capabilities from the Basic Life Support (BLS) {EMT} to the Advanced Life Support (ALS) {Paramedic} level through a long-term career with the Town of Swansboro Fire Department.

Action: _____

We seek your permission to apply for the FY 2023 SAFER grant for funding to hire twelve (12) personnel. Six (6) would be classified as a Firefighter III (Firefighter/Paramedic) and six (6) Firefighter I or II (Firefighters). The annual calculation and funding amount are listed below, though the overall fund requested for the entire performance period totals \$2,693,516.12, based on rates as of 1/9/2024.

Total Grant: \$2,693,516.12

Year 1 (Salary, Overtime, & Benefits): \$859,373.03

Year 2 (Salary, Overtime, & Benefits): \$897,186.48

Year 3 (Salary, Overtime, & Benefits): \$936,956.61

The Period of Performance for utilizing these funds is three (3) years if awarded. We would return for final approval to proceed with acceptance to the Board of Commissioners, with an official acceptance in the form of a Resolution.

Background Attachment(s): None

Recommended Action:

1. Approve the Fire Department to seek funding for hiring twelve (12) personnel through the FY 2023 Staffing for Adequate Fire and Emergency Services (SAFER) grant for an application minimum of \$2,693,516.12 but not to exceed a maximum request of \$2,850,000.00.
2. Allow the Fire and Police Chief to compile options for a public safety pay scale to promote recruitment and retention and reduce employee classification compression.

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF DECEMBER 31, 2023)**

REVENUES

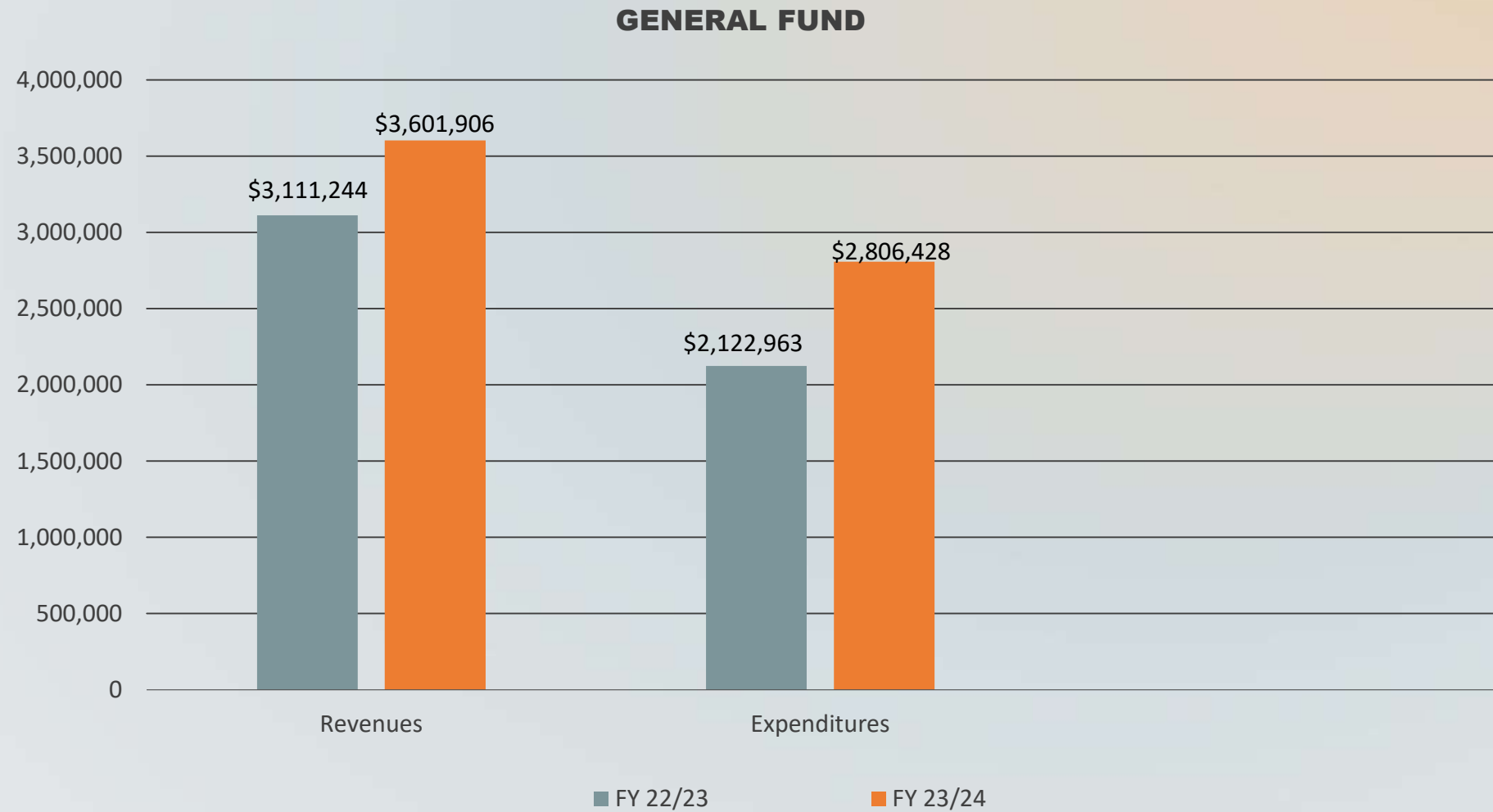
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2023)**

Item VI - d.



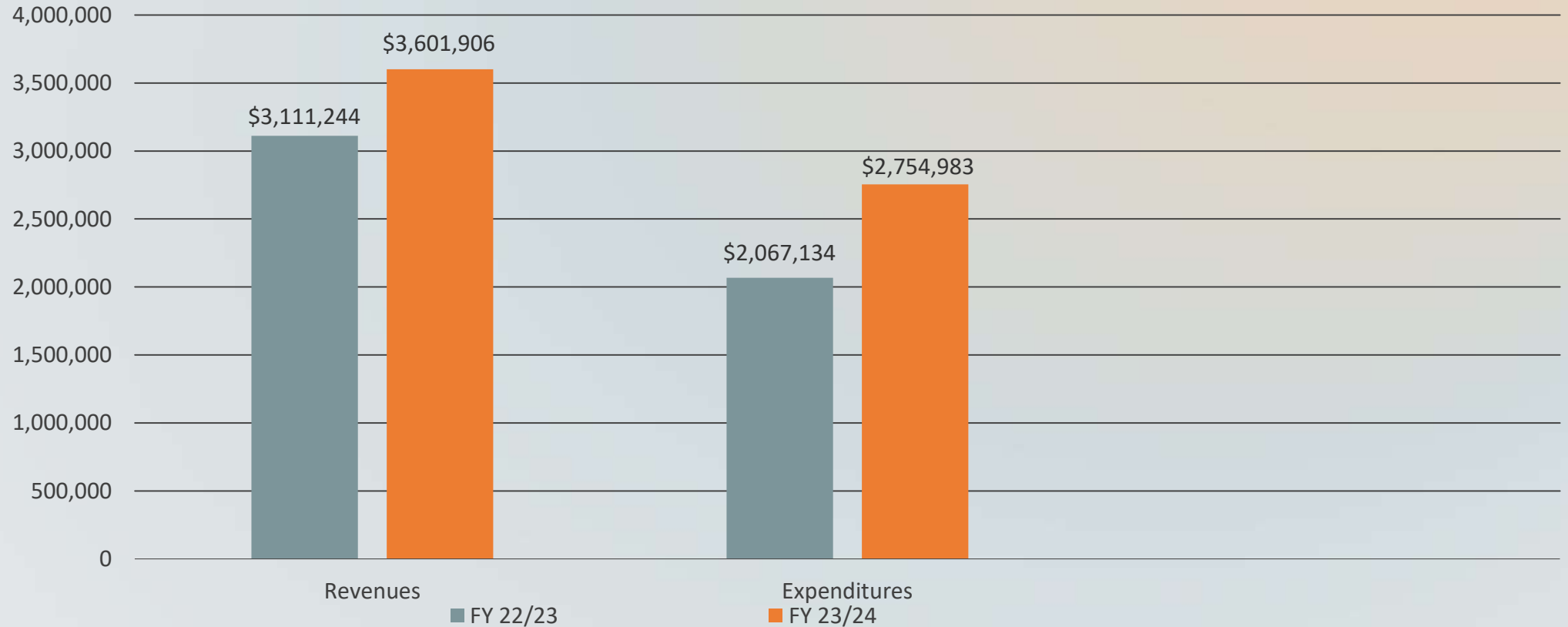
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$795,478

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2023)**

Item VI - d.

(ACTUAL)

GENERAL FUND



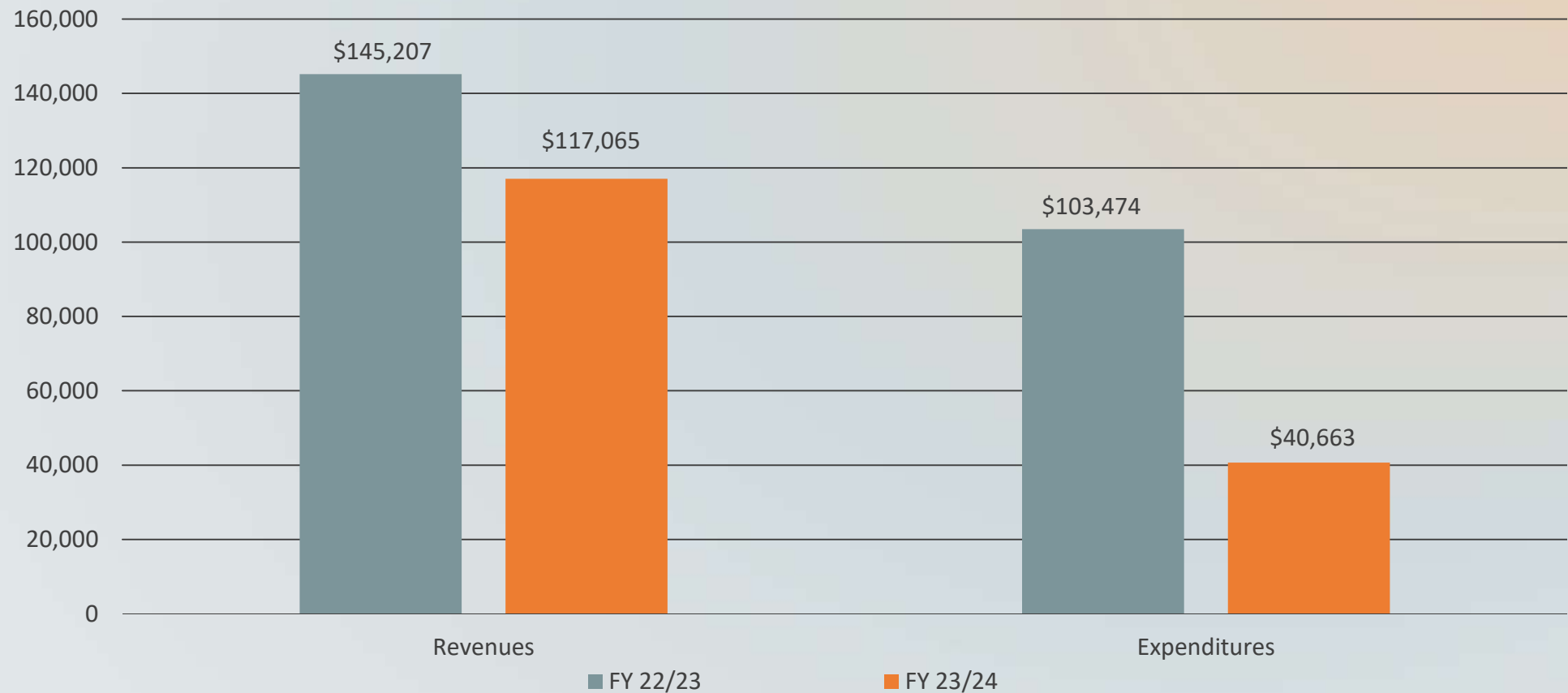
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures \$846,923

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % December 31, 2023
GOVERNING BODY	43,476	21,146	826	50.5%
ADMIN SERVICES	427,686	224,132	4,541	53.5%
FINANCE	289,345	137,046	423	47.5%
LEGAL	43,000	26,905	-	62.6%
PUBLIC BUILDINGS	386,300	152,312	2,362	40.0%
FIRE	1,350,563	741,239	15,255	56.0%
PERMITTING	389,692	180,629	-	46.4%
POLICE	1,210,251	517,256	5,690	43.2%
PUBLIC WORKS-STREETS	537,002	124,826	2,776	23.8%
POWELL BILL-STREETS	110,094	2,717	569	3.0%
PARKS & RECREATION	357,132	149,201	12,043	45.1%
CHURCH STREET DOCK/VISITOE CENTER	176,327	25,634	471	14.8%
EMERGENCY MANAGEMENT	44,306	15,931	1,980	40.4%
FESTIVALS & EVENTS	124,653	85,023	4,510	71.8%
NON DEPARTMENTAL	571,580	350,988	-	61.4%
TOTAL	6,061,407	2,754,983	51,445	46.30%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2023)**

Item VI - d.

STORMWATER ENTERPRISE FUND

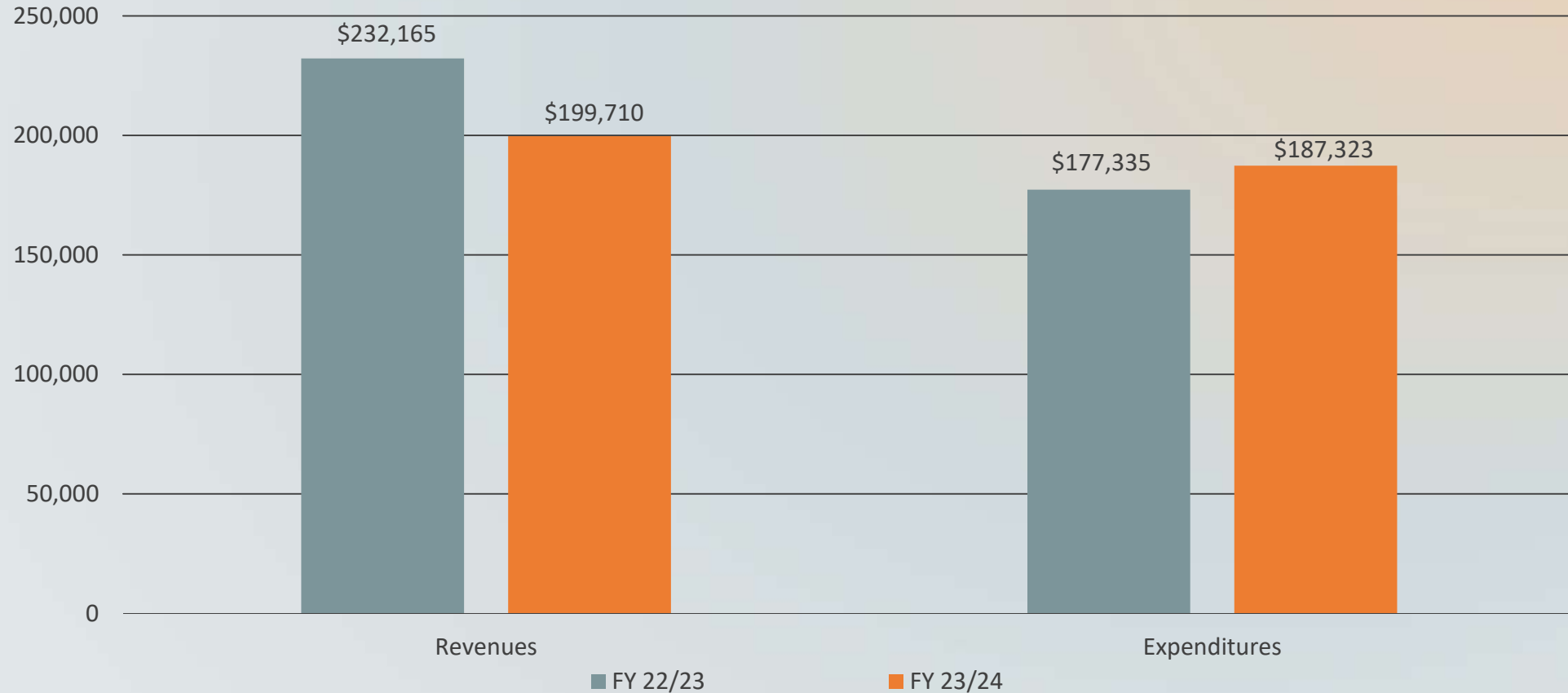


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$76,402

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2023)**

Item VI - d.

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$12,387

TOWN OF SWANSBORO LOAN REPORT (AS OF DECEMBER 31, 2023)

Item VI - d.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$391,469	2.69	03/21/2028	\$84,724
Public Safety Facility	\$40,000	2.58	12/22/2024	\$42,064
Fire Truck	\$136,806	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$75,000	2.43	12/14/2026	\$28,038
Grapple Truck/Town Hall Generator	\$93,416	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$67,627	1.84	7/15/2026	\$23,377
Total Debt	\$804,318			\$273,632

TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF DECEMBER 31, 2023)

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$516,819	.10%
NC CMT-General	\$5,799,974	5.26%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$6,101,327	5.40%

GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,087,599	\$955,329	\$20,279	\$111,991
Swansboro Bicentennial Park Boardwalk Extension	\$277,800	\$63,101	\$69,967	\$144,732
Emergency Operation Center	\$6,021,957	\$19,543	\$0	\$6,002,414
Emmertton School Repairs	\$424,000	\$9,055	\$0	\$414,945
Total Outstanding Grants	\$7,811,356	\$1,047,028	\$90,246	\$6,674,082

Any Questions
?



Board of Commissioners Meeting

Agenda Item Submittal

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

Board Meeting Date: **January 23, 2024**

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

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

In providing this memo each month, we hope it will also provide 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.

February 13th

- * FY 22-23 Audit Report (*tentative*)
- * Swansboro High School JV Cheerleading Team Recognition
- * Public Hearing Downzoning for parcels from R10sf to RA on Dr Corbett Road and Kathleen Place
- * Public Hearing Text Amendment related to Landscape Standards in the Historic District
- * Public Hearing Text Amendment related to Historic Color Pallet

February 27th

- * Financial Report

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments – Comprehensive Transportation Plan Revisions
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- * Building Standards (*Concerns with tarps and homes in poor repair all around town brought up 2.14 meeting*)
- * Board Meeting Alternatives for Public viewing (*undergoing further research*)
- * Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)
- * Wetlands Policy (*creation & review by planning board*)
- * Duke Energy Presentation
- * Major Subdivision Final Plat – Parrish Green
- * Onslow County Soil & Water Presentation
- * Wayfinding Signs
- * High School Recognitions – *revisit/revise*
- * Street Acceptance of Swansgate and Shadow Creek (*developed has applied*)
- * Text Amendment – Airbnb regulations
- * Highway 24 Superstreet Presentation – *rescheduled to later date*
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Town Code Amendment to Chapter 91: Fire Prevention
- * Conditional Rezoning – RA to R20SF, parcel off Swansboro Loop Road (*at planning board, tabled to Feb 6th*)
- * Public Hearing Text Amendment related to Massing Standards in the Historic District (*tentative*)
- * Special Meeting Workshops as needed

Department Reports for December 2023

Administrative Services

- Phone Records Report for December: 1,819 calls

Internal – 381	Town Hall – 310	Parks and Recreation – 221
Police Department – 388	Fire Department – 62	Outgoing totals – 457
- Building permits sold for December: 40 residential/commercial combined; \$3,745.91 total fees collected (includes 16 re-inspections)
- 154 Building inspections scheduled/9 Fire Inspections processed
- 86 Various receipts processed
- 291 ONWASA payments processed; 1 New Services; 1 Other
- 1 Work Orders generated for Public Works
- 5 Notarization's performed
- Created Visitor Center Schedule for January
- Admin Staff worked at Visitor's Center 3 days each week (Aliette, Linda, Alissa, and Jackie)
- US Census Report Submitted – Permits
- Finalized November Departments Report
- Sam Bland Award & Employee of the Quarter plaques purchased
- New Commissioner on boarding processed & plates ordered & registered for Essentials class
- Interim Town Manager on boarding processed
- Worked with Computer Warriors on Streaming services setup
- Assisted with numerous Planning department matters
- Created 2024 recycle calendar
- Town Employee Christmas Party planned and held at MacDaddys on December 9th
- Alissa attended the 3rd week of the 8 week Municipal & County Administration course through the UNC School of Government in Chapel Hill
- Public Records Requested processed
 - 280 Swansboro Loop Road – AEI
 - 1044 W. Corbett Avenue – PZR
 - Copy of Town Insurance Policy
- Issued News Releases for
 - Moore Street Traffic Movement Change
 - BOC 12/11/2024 Meeting
 - Weather Alert – Multiple hazards Dec 9-10
 - Historic District Survey
 - Weather Alert – Multiple hazards Dec. 17-18
 - Christmas & New Years Closures
 - Interim Manager Named
 - Yard Waste Collection Delay
 - Garbage Collection Holiday Changes
 - Christmas Tree Collection Information

Department Reports for December 2023

- 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

Finance

- Sales & Use Tax received in December 2023 is \$118,661
- Accounts Payable Summary for December 2023:
 - 259 Invoices-Totaling \$257,921.16
 - 22 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (MWh) for December 2023 (1.05)
- Processed payroll- 12/01/2023, 12/15/2023, & 12/29/2023
- November 2023 Bank Reconciliation-Town accounts
- November 2023 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- The Auditor is conducting the audit. The auditor is drafting the financial report. Draft will be reviewed by the Finance Director, and then sent to the LGC.
- Updated the Interim Town Manager agreement.
- Attended meeting with Cauley Pridgen, PA to discuss the proposed agreement for interim legal services.
- Submitted the Fiscal Data Report to the NCDOT for FY 22/23.

Fire Department

Incidents

- **122** Total Incidents
 - 86 EMS Incidents
 - **36** Fire Incidents
 - **18 Overlapping Incidents (Two or More Calls Simultaneously)**
 - 80 incidents occurred in the Swansboro (City Limit District)
 - 31 incidents occurred in the White Oak Fire District
 - 11 incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics
 - Average Turnout Time (Dispatch to Enroute): **2:09 (Decreased from 2:35)**
 - 90th Percentile (Less Than 80 Seconds)
 - 72.73% - EMS Incidents (Decreased from 81%)
 - 83.33% - Fire Incidents (Increased from 50%)
 - Average On-Scene Time for EMS incidents
 - **20.34** minutes (EMS Incidents)
 - **95 minutes** (Longest On-Scene Time)

Department Reports for December 2023

- 2 (Incidents On Scene over 1-hour)
- 32 (Incidents On Scene over 20-minutes)
- 19 (Incidents On Scene 30-minutes or Greater)

Training

- Two Firefighters Completed the Coastal Carolina Fire Academy
- One Firefighter Completed the Crystal Coast Fire Academy (Carteret Community)
- Four Personnel are Attending North Carolina Fire Investigation Technician in January

Vehicle repairs

- No major repairs to report

Department activities

- All Fire Hydrants have been painted with the Barrel Color Yellow.
- Hydrant Caps receive paint to match the NFPA-recommended color for flow rates.
- Hydrant Flow Testing Ending in January.
- Truck 17 participated in the Maysville Christmas Parade

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Finalized all the Christmas Flotilla invoices, receipts, and payments.
- All 2024 vendor policies and applications were revised.
- Sponsorship thank you letters sent with benefit recap.
- Sponsorship packet revised.
- Began training a Recreation Aide that will be assisting with festival planning.

Mullet

- Began researching band, two bands confirmed and processing contracts.
- 2024 applications posted online

ARP Projects

Splashpad Renovation

- The splashpad area will include concrete bench seating, a patio area with large shade structure and seating options (benches, picnic tables), The patio area will connect to the playground area. The concept is to provide a cohesive area while still having splashpad separate from the playground.
- Working with Bliss Products for conceptual design and amenities.
- Conceptual drawings received for concrete work for the area.
- Conting vendors for quotes on concrete work.
- Reviewing shading and seating options.

Department Reports for December 2023

Commercial Toilets & Drinking Fountain w/ bottle fillers.

- Install new toilets in the outdoor restrooms: Municipal Park, Pirates Den, and Bicentennial Park.
- Met with plumber that completed the concession stand project. Site visit was conducted and proposal was to be sent. Never received information after the site visit and vendor would not return calls.
- Currently looking for a new plumber for the project.

Completed

- Utility Terrain Vehicle
- Church Street Dock Cameras
- Rope Climber in Municipal Park
- Parks Maintenance Truck Replacement

Miscellaneous

- Conducted several days of training for new staff members.
- Assist Program & Event Manager with planning events.
- Applied for CAMA renewal permit at Ward Shore for possible future wetland plantings or future projects.
- Began creating new documents and spreadsheets for the next budget cycle.
- Began preparing annual contracts for on-going reservations and other departmental annual contracts.
- Review and revised refund policy for programs and festival vendors.
- 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.
- Continue to assist Dockmaster with RecDesk administration.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- 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

Department Reports for December 2023

Item IX - a.

Media Outlet	Followers	Page Reach	Post Engagement	Page Visits	New Followers
Facebook	16,063	26,487	2,745	3,684	155
Instagram	775	299		13	6

Activity Report

Organization Activity					
From 12/4/2023 to 1/3/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	141	46	1	0	125
Resident	22	4	0	0	4
Non-Resident	119	42	1	0	121
No Residency Set	0	0	0	0	0
Demographics					
< 18	41	1	0	0	31
18 - 65	65	32	1	0	76
65+	35	13	0	0	18
Male	60	26	0	0	51
Female	81	20	1	0	74
Other Genders	0	0	0	0	0
Online vs In-House					
Online	57	0	0	N/A	75
In-Person	84	46	1	N/A	50

Revenue

Slip Fee - Town Dock	\$2,679.50
Rental Fees-Parks	\$75
Rentals Rooms	\$1,495
Rec Program Fees	\$1,982
Gym Memberships	\$250
Dog Park Memberships	\$25
Vendor Fees	\$855

Program/Event Manager Monthly Report

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Created program proposals
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk for registration

Department Reports for December 2023

- Created program proposals for new programs to be approved by Director
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned Programs

Tai Chi Class – November 16-December 28

- Moving inside to multi-purpose Room from 2:00pm-3:00pm due to change in weather
- 6-week series
- As of 10/27/23 - 2 registered
- As of 11/30/23 – Program maxed at 14 participants

Elf in the Woods – December 2

- As of 10/30/23 - 1 registered
- As of 11/30/23 – 5 registered
- As of 12/2/23 - Maxed out at 10 participants

HIIT Bootcamp Fitness Class – December 2-December 30 (Saturdays)

- Met with new potential fitness class instructor – 10/17/23
- Signed contract to do 70/30 split fitness series for the month of December and potential to have additional classes in the future
- Pushed out on Facebook 11/14/23
- As of 11/30/23 – 1 series registration
- As of 12/30/23 - 4 drop-ins and 1 series

Tennis and Pickleball Lessons – December 12-February 4

- Not ran by Swansboro Parks and Recreation
- Posted on RecDesk with link to their website to register
- Printed flyers

SantaFest – December 9

- Booked Bob Hefner for Santa 10:00am-2:00pm
- Booked Tapsnap for Santa pictures
- Bob Hefner not able to attend, Reserved John Kopka as Santa

Kids Holiday Camp – December 18-22, 27, 28

- As of 10/30/23 - 3 series registrations, 9 day registrations
- As of 11/30/23 – 3 series registrations, 27 day registrations
- As of 12/28/23 - 3 series, 50 day registrations

Ricky's Retreat – December 12th

Department Reports for December 2023

- Program ran by Wendy Kidwell for Mental Health Resource Event
- In an effort to reduce the suicide/overdose rate for young adults in our community, Ricky's Retreat provides a safe place for young people with trained peer support specialists available 24/7

Tai Chi Class – January 4-February 8

- Instructor made the decision to make max number of participants to 10 due to overcrowding.
- 6 week series
- Program maxed out at 10 participants

HIIT Bootcamp Fitness Class – January 6-January 27

- 4 week series

POUND Fitness Class – January 6-February 3

- 5 Week Series

Fellowship Night – January 15

- Theme: New years

Wooden Snowman Box Workshop – January 11

- Program by Susan Swain

Paint and Sip ENCORE: Hydrangeas – January 18

- Finger painting class for adults
- As of 1/1/24 - 7 registered

Cook with your Kid: Pie Making – January 20

- As of 1/1/24 - 12 participants, 5 on waitlist

Teacher Workday Camp – January 22-23

- As of 1/1/24 - 11 participants registered for both dates

Play with paper Pulp – February 3

- Art program for kids in the works by Carolyn McDearmon

Permitting

Planning Board

- The Planning Board meeting was held on December 5th, 2023.
 - The Planner presented a Zoning Map Amendment to Rezone four parcels from R-10 SF to RA(Agricultural) to continue the family farm (harvesting pecan trees) which has been the use since the 1930s. The Planning Board unanimously recommended the rezoning to the Board of Commissioners.

Department Reports for December 2023

- Projects/ Planning Coordinator presented an amendment to the Historic District color palette. The Historic Board recommended eliminating a few bright and out of character colors from the palette, add a “Approved Primary Colors- Business” section, and to add a disclaimer to Section 152.479 subsection 58 stating staff have the right to refer to the board for input for any out of character color/color combination choices to the Historic District. The Planning Board unanimously recommended the rezoning to the Board of Commissioners.

Swansboro Historic Preservation Commission

- The regular meeting was held on December 19th, 2023.
 - The Projects/ Planning Coordinator presented the Minor Work and Staff Approval Application Report.
 - The Projects/ Planning Coordinator presented information on Local Landmark Workshop to held January 13th, 2024, from 9:30 am to 11:30 am with a presentation by Kristi Brantley from the State Historic Preservation Office. It will be at the Emmerton School with refreshments to follow. RSVPs are due by Monday, January 8th.
 - The Projects/ Planning Coordinator presented a text amendment requested by the SHPC to amend the massing study requirements for Section 11.1 New Construction Standards that if a small outbuilding is 150 square feet or less or if an addition of a home is 250 square feet or less or not visible from any street, a massing study is not required. The text amendment was recommended to the Planning Board.
 - The Projects/ Planning Coordinator presented a summary of the Historic Resilience Workshop. The workshop was held on December 7th by the NC School of Government in New Bern. Two SHPC members attended the workshop along with the Projects/ Planning Coordinator

Routine Activities:

- Continue working with development inquiries.
- Projects/Planning Coordinator attended the Historic Resilience Workshop on December 7th by the NC School of Government in New Bern.

Police Department

Patrol:

- 166 Reportable Events
- 16 Motor Vehicle Crashes
- 8 Misdemeanor Arrests
- 1 Arrest by Warrant Service
- 2 DWI Arrests

Department Reports for December 2023

- 3 Arrests with Transport to the Onslow County Jail
- 12 Citations
- 77 Verbal/Written Warnings
- 6 Felonies Reported (3-Fraud; 1-Break & Enter; 1-Larceny; 1-Sexual Offense)
- 22 Misdemeanors Reported (8-Larceny; 7-Property Damage; 2-Communicating Threat; 2-Trespassing; 1-Stalking; 1-Drug Offense; 1-Detach by Motor Vehicle)
- 11 Domestic
- 5 Public Disturbances
- 2 Overdoses (no fatalities)
- 12 Alarm/Open Door Reports
- 20 Suspicious Incident/Person/Vehicle Reports
- 4 Town Ordinance Violations
- 195 Requests by Other Agencies for Assistance
- 46 Requests by Citizens for non-Crime Related Assistance

2,884 Total Events Performed by Patrol

Community Service/Training:

- 7 Vehicle Unlocks
- 1 Request for Fingerprinting
- 30 Business Closing Standby's
- 395 Business Checks
- 3 Requests by Citizens for Residence Check.
- 6 Funeral Escorts
- SPD conducted its annual Shop-with-a-Cop.
- SPD participated in Operation Deployed Santa.
- Chief Taylor and Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held in Jacksonville.
- Chief Taylor attended the Strategic Overdose Advance Team meeting via Zoom.

Admin Services:

- Answered 293 phone calls during business hours.
- Assisted 148 walk in requests for assistance during business hours.
- Took 31 requests for reports during business hours.

Public Works

(no report provided)