



Board of Commissioners Agenda

Town of Swansboro

Monday, April 24, 2023

Board Members

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

I. Call to Order/Opening Prayer/Pledge

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 9, 2023 Regular Meeting

IV. Appointments/Recognitions/Presentations

a. Employees of the Quarter

Presenters: Jacob Randall - Fire Chief

Dwayne Taylor - Police Chief

b. Administrative Professionals Week

c. Municipal Clerks Week

d. International Firefighter's Day

e. Board Appointments

Presenter: Alissa Fender - Town Clerk

Due to a recent resignation that affected two boards, appointments for an in-town vacancy on the Planning Board and in-town ALT vacancy on the Board of Adjustment is needed. A Talent Bank Sheet is provided for those citizens with an interest in serving.

Recommended Action:

1. Consider appointment to the Planning Board
2. Consider appointment to the Board of Adjustment

V. Public Hearing

VI. Business Non-Consent

a. GFL Q&A and Discussion

b. Community Meetings Discussion

Presenter: Alissa Fender – Town Clerk

At its February 13, 2023, meeting, Board members expressed desire to add discussion on facilitation of community meetings such as those currently being held monthly by Mayor John Davis. It was suggested that the board sponsor such meetings and discuss how they would be structured and ways to connect with the community.

Recommended Action: Discuss and provide any guidance

c. 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. Department Report

X. Board Comments

XI. Closed Session

XII. Adjournment

Town of Swansboro
Board of Commissioners
January 9, 2023, Regular Meeting

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

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

Junior Freeman of 714 W. Corbett Avenue shared that as a member of the EOC/PSB Committee he recalled that exploring a regional/joint operational center was not supposed to be considered and urged the board to eliminate that from the Public Safety/Emergency Operations Center Feasibility Study.

Adoption of Agenda and Consent Items

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the agenda as amended to remove *Demolition by Neglect Public Hearing* and move the *FY 23-24 Budget Schedule* to non-consent, was approved unanimously.

Directions were provided for the Planner and Attorney to collaborate on the *Demolition by Neglect* text amendment to ensure consistency and revisit at a future meeting.

Business Non-Consent

Public Safety/Emergency Operations Center Feasibility Study

Manager Webb reviewed that a contract proposal by Becker Morgan was offered for Phase 1 – Feasibility Study for the Public Safety/Emergency Operations Center in the amount of \$19, 120. Becker Morgan was selected by the Town in November 2022 as the consulting architectural firm.

The goal of the Feasibility Study phase was to define the scope of the project in terms of operations and physical construction within the context of a defined budget. Becher Morgan would evaluate each physical location along with renovation and/or new construction options and would present and review all options. Last, they would prepare a Feasibility Study Report that included concise scopes, budgets, and schedules for implementation of the selected option or options.

Board members agreed that the option of researching a regional/joint operational facility was desired to ensure all options were explored and that it should remain so that justification can be provided on feasibility.

On a motion by Commissioner Philpott seconded by Commissioner Conaway and with unanimous approval the manager was authorized to execute the contract.

NCLM 2023-2024 Advocacy Goal Statements

Manager Webb reviewed that the NCLM had published its 2023-2024 Advocacy Goal Statements. Cities and Towns were asked to review and vote on the proposed goals so that cities and towns have a focused state and federal advocacy agenda in the 23-24 legislative biennium which begins in January at the NC General Assembly. Each municipality will cast a single vote by selecting 10 of the 16 proposed advocacy goals and by designating a voting delegate.

The 10 goals chosen were:

- Revitalize vacant and abandoned properties with enhanced legal tools and funding.
- Create an adequate and permanent funding stream for local infrastructure.
- Extend deadlines for completion of federal infrastructure projects.
- Expand state transportation funding streams for construction and maintenance for municipal and state-owned secondary roads.
- Support integrated and multi-modal transportation solutions.
- Expand incentives and funding for local economic development.
- Enhance state systems and resources for local law enforcement officer recruitment, training, and retention.
- Revise state contracting laws to better protect public entities from the effects of inflation.
- Update annexation petition thresholds to make voluntary annexations easier to initiate.
- Provide local revenue options beyond property tax.

Manager Webb was appointed as the voting delegate to cast the Towns vote by January 12, 2023.

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 addressed:

- The FT21/22 Audit Report was moved from the January 23, 2023, meeting to the February 13, 2023, meeting.

- Church Street Dock Safety Policy was identified as needed to come before the board soon.

Items Moved from Consent

FY 23-24 Budget Schedule

Board members expressed their interest in having more than one workshop session. It was preferred that the first one occur earlier on and include the needs/request of staff.

Manager Webb advised that she would reach out to board members by email to pinpoint the first workshop date and revise the meeting schedule from there.

Public Comment

Dennis Lewis of 786 Perkins Road in Pikeville NC and introduced himself as the pyrotechnic operator for the Town fireworks. He shared his dissatisfaction with the board in regard to the recent October 2022 Mullet Festival event and the accommodations in which the town provided for him to facilitate the fireworks. He claimed that the location was inadequate and for that reason he shared he would no longer provide his services to the Town for fireworks and urged the board to begin their search to quickly locate another pyrotechnics operator.

Manager Comments

Manager Webb shared that the process to remove the abandon boats in the Towns nearby waterways was moving along.

Board Comments

Commissioner Conaway shared that he would like to see the public more involved with the budget process.

Mayor Davis shared that he desired for the upcoming budget to not include a tax increase and that he hoped to see an increase in salaries for the police and fire departments. Regarding the Fireworks contractor resigning, he requested that a closed session be held to discuss the situation with personnel.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the meeting adjourned at 6:04 pm.



Proclamation

Office of the Mayor

Administrative Professionals Week – April 23-29, 2023
Administrative Professionals Day – April 26, 2023

WHEREAS, April 23-29, 2023, has been designated Administrative Professionals Week;
and

WHEREAS, April 26, 2023, has been designated as Administrative Professionals Day;
and

WHEREAS, this occasion is observed globally as a way to show appreciation and support for all administrative support personnel; and

WHEREAS, these individuals provide valuable assistance to administrators, staff, and citizens throughout our Town; and

WHEREAS, the work of administrative professionals requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities; and

WHEREAS, Administrative Professionals Week serves as a time to salute the valuable contributions of administrative professionals in the workplace; recognizing the singular importance of their work in accomplishing the mission and vision of their place of work;

NOW, THEREFORE, BE IT RESOLVED, I, Mayor John Davis and the Board of Commissioners of the Town of Swansboro, hereby proclaim April 23-29, 2023 as Administrative Professionals Week and April 26, 2023 as Administrative Professionals Day in Swansboro.

This 24th day of April 2023.

Attest:

Alissa Fender, Town Clerk

Mayor John Davis

Proclamation

54th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants; and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, John Davis, Mayor of the Town of Swansboro, North Carolina, along with the Board of Commissioners do hereby proclaim the week of April 30th – May 5th, 2023, as

“Professional Municipal Clerks Week”

and further extend appreciation to our Professional Municipal Clerk, Alissa Fender, and Deputy Clerk, Aliette Cuadro, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

This 24th day of April 2023.

Attest:

Alissa Fender, Town Clerk

Mayor John Davis

Office of the Mayor

PROCLAMATION



WHEREAS, firefighters are unsung heroes who are prepared to be summoned at any moment to risk their own safety to preserve lives and suppress fires; and

WHEREAS, firefighters must retain their composure in a variety of emergency situations while fulfilling requirements including connecting hoses to hydrants, operating pumps to power the hoses, climbing ladders, using tools to break through debris, entering burning buildings to extinguish a fire and rescue individuals and providing medical attention; and

WHEREAS, occasionally, firefighters may have to remain at the scene of a disaster for days on end; and

WHEREAS, firefighters usually remain on call during shifts that can last 24 hours. While at the fire station, they routinely inspect equipment and perform practice drills; and

WHEREAS, some jobs that specialized firefighters conduct include extinguishing forest fires and cleaning up hazardous materials; and

WHEREAS, the Town of Swansboro is greatly indebted to the valiant and hardworking paid and volunteer firefighters who serve the Town and its citizens:

NOW, THEREFORE, I, John Davis, Mayor of the Town of Swansboro, North Carolina, do hereby proclaim May 4, 2023, as

“INTERNATIONAL FIREFIGHTER’S DAY”

This 24th day of April 2023.

Attest:

Alissa Fender, Town Clerk

John Davis, Mayor



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **April 24, 2023**

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

Overview: Due to a recent resignation that affected two boards, appointments for an in-town vacancy on the Planning Board and in-town ALT vacancy on the Board of Adjustment is needed. A Talent Bank Sheet is provided for those citizens with an interest in serving.

Board of Adjustment

There is one in-town ALT vacancy – there are 2 interested applicants on file.

Planning Board

There is one in-town vacancy – there are 4 interested applicants on file.

Background Attachment(s):

NCGS 128-1.1

Talent Bank Sheet

Recommended Action:

1. Consider appointment to the Planning Board
2. Consider appointment to the Board of Adjustment

Action: _____

§ 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.)

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

Item IV - e.

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: Medial 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)

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

(Appointed to the Historic Preservation Commission April of 2023)

- 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)

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

- Retired
- Bachelor of Arts: Urban Planning, Master of Administration, Master of Arts National Strategic Studies
- Highly experience 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-throughtout approach to solve problems.

Lawrence Abalos Town Limits (910) 389-7500 (11/2022)

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.

Clara Abalos Town Limits (910) 358-2110 (12/2022)

Interested in Planning Board

- Director of Learning & Development, Hunt Military Communities
- Bachelor's Degree in Government with concentration in Business
- Founding Board member of Hunt Heroes Foundations, Volunteer with Century Club and local schools, knowledge of legal compliance at local, state and federal levels and understands the importance.
- Desires to provide a positive impact to the Swansboro community for current and future residents.

Miki Devito Town Limits (843)513-4076 (12/2022)

*Note: Applications are kept on file for one year.
(Updated 4/2023) afender Z:\Town Clerk\Advisory Board Members*

Interested in Historic Preservation Tourism Authority

-Sr clinical Trail Manager/Drug Development – Icon Plc.

-MBA

-Involvement with ACS, Food Bank, Stop Soldier Suicide, Veterans Memorial Reef Foundation, Wounded Warriors

-People person, friendly, loves Swansboro and shares that love with others, cares for the Historic District now and for future generations

-Desires to work to increase and keeping tourism alive & well for the Town. Promote Swansboro as the “go to” place for families, conventions, etc. to enjoy. Live in historic homes and understands the value of maintaining that for others to enjoy.

Joseph C. Brown Town Limits (810) 410-7543 (10/2022)

Interested in Planning Board Other-Special Task for Groups

-Retired

-Associates Degree with 3 years towards bachelor’s degree

-Vol Firefighter, Disaster relief volunteer with SUMC, 26 years as Army maintenance specialist, 14 years as senior logistician for DOD

-Interested in community involvement, wants to give back to the community, will be a committed contributor to the town for any or all boards appointed.

Dorothy Tisdale Town Limits (910) 358-1821 (9/2022)

Interested in Park Board

-Retired

-Master of Science Degree in Education

-Volunteer work with Church

-20 year elementary school teacher, business partner, real estate buying & selling

-Enjoys the facilities offered at the area parks and would like to be active contributor to the parks future.

Note: Applications are kept on file for one year.

(Updated 4/2023) afender Z:\Town Clerk\Advisory Board Members



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Community Meetings Discussion**

Board Meeting Date: **April 24, 2023**

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

Overview: At its February 13, 2023, meeting, Board members expressed desire to add discussion on facilitation of community meetings such as those currently being held monthly by Mayor John Davis. It was suggested that the board sponsor such meetings and discuss how they would be structured and ways to connect with the community.

Attachment: UNC School of Government Coats Cannon article

Recommended Action: Discuss and provide any guidance

Action: _____



Coates' Canons NC Local Government Law

Board Majorities Attending External Events or Meetings: When is Notice Required?

Published: 08/15/16

Author Name: Frayda Bluestein

Three (of five) board members walk into a bar.... Sounds like the beginning of a joke, right? In fact it's the beginning of a frequently asked legal question. Stated more broadly the question is whether the mere presence of a majority of a public body in the same place at the same time always constitutes an official meeting, triggering the public notice and access requirements under the state Open Meetings Law (OML). The easy answer is "no," it doesn't *always* trigger the law, but sometimes it might. As I noted in my blog post [here](#), if members of a public body are not transacting public business, there is no need to provide notice. That's the easy answer. But what if it's a political event or a setting that relates to public business and a majority shows up? When is a majority of the board considered to be "gathered" or "assembled" in a meeting within the meaning of the OML? Public agencies often give notice any time there is a possibility that a majority will be at the same place at the same time. This blog examines when such notice is necessary and when it's not.

The notice and access requirements in the OML apply to "official meetings" of public bodies. (See [my blog post here](#) to learn more about public bodies.) The law defines official meeting as follows:

"Official meeting" means a *meeting, assembly, or gathering together at any time or place* or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body.

G.S. 143-318.10(d) (emphasis added). Two kinds of gatherings are easy to classify under this definition. One is a meeting of the public body itself, where a majority comes together at the same place at the same time, electronically or in person, and they're transacting public business. The other is a purely social event where,

<https://canons.sog.unc.edu/2016/08/board-majorities-attending-external-events-meetings-notice-required/>

even though a majority of the board is present, the members refrain from talking about or otherwise transacting public business. That is not an official meeting and no notice is necessary. The OML specifically says so:

[A] social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of this Article.

Id. It's harder to assess situations in which a majority of a public body is present at an activity or event that is not organized by the public body itself and that is not clearly or exclusively a social event. Examples of such settings include conferences or training sessions, political events, meetings with state or federal legislators, community meetings organized by staff members of the unit, and meetings of other public bodies. Some of these types of events may occur in a private home or business and may involve a mix of social, political, and public business.

In these situations, it's common for city and county clerks to err on the side of caution and provide notice that a majority of the board will be in attendance, sometimes including a statement in the notice that no action will be taken. Though this practice exhibits an admirable commitment to transparency, it probably doesn't really have much legal effect. In these situations the members are not going to operate as a board, there will be no minutes, and in some cases the venue will not be open to the public at large. Does this mean that members are prohibited from attending, or that if a majority shows up someone will have to leave to avoid violating the law?

Not necessarily. A key question is whether in these situations the board is "meeting," "assembled," or "gathered" within the meaning of and for the purposes as described in the OML. The statute is explicit about certain types of activities that aren't considered official meetings, such as purely social gatherings and informal assemblies, but there is no further guidance in the statute. Moreover, North Carolina's appellate courts have yet to address the meaning of "assembly" or "gathering." In the absence of statutory guidance, courts look to dictionary definitions as well as to cases from other states.

The Merriam-Webster dictionary definition of "meeting" is "a gathering of people for a particular purpose (such as to talk about business)." "Assemble" is defined as "to meet together in one place." And to "gather" is defined as "to bring (things or people) together into a group" and "to come together in a body." Cases interpreting these terms in the context of open meetings laws have concluded that a meeting or gathering necessarily requires some evidence of a *collective intention to come together as a group*. For example, in holding that the passive receipt of emails does not constitute a meeting, the Washington Supreme Court held that "[i]f communications do not reflect the requisite collective intent to meet, no 'meeting' has occurred and the OPMA does not apply. Thus, within the context of the OPMA... a 'meeting' of a governing body occurs when a majority of its members gathers with the collective intent of transacting the governing body's business..." *Citizens All. For Prop. Rights Legal Fund v. San Juan Cty.* 359 P.3d 753, 761 (Wash. 2015) (*emphasis added*). In another case, four members of a school board (a majority) attended an event for local elected officials. They received individual invitations to the event and did not coordinate their attendance. The court held that although a majority attended the event,

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the evidence did not show that the members had gathered or came together as a group to transact public business. As such, their simultaneous presence at the event did not constitute a “meeting,” as defined by the relevant statute. *Slagle v. Ross*, 125 So.3d 117 (Ala. 2012).

What about the situation where a majority of a public body attends a meeting of another public body? For example, a majority of the city council might attend a meeting of the county commissioners, or of its own planning board. The analysis here will likely depend upon the question of whether attendance is a group decision or whether individuals separately and independently decide to attend. A Wisconsin case has held that regular attendance by a majority of the body can trigger the notice requirements, even if the group simply attends and observes. In *State ex rel. Badke v. Village Bd. of Village of Greendale*, 494 N.W 2d 408 (Wis. 1993), a majority of the village board regularly attended meetings of the village plan commission, including several meetings regarding a proposed housing project. They listened to the discussion, but did not participate or engage in discussion among themselves. Nonetheless, the court noted that the plan commission was considering a matter over which the village board would exercise final control. The court concluded that notice was required based on the following rationale:

The Village Board members present could have, and in all likelihood did, reach some conclusions about the Sileno project based upon information, data and material that was presented at the Plan Commission meetings. However, because no notice was given of their attendance, the public may not have been aware of the perceived importance of these meetings to the Village Board and therefore failed to attend. Thus, the public was not made aware that information was being presented that could form the rationale behind the Village Board’s action. The open meeting law is intended to allow the public access to the fullest information possible concerning the workings of government and the decision-making process. The public can hardly have access to this information if not made aware of its existence. Thus, *even if the Village Board members did not interact at the Plan Commission meetings*, their presence at the meetings allowed them to gather information that influenced a decision about a matter over which they had decision-making authority. The public had a right to be made aware of the existence of this information as well. This is sufficient to trigger the open meeting law.

Id. at 415 (emphasis added). A key finding in this case was that attendance at these meetings was not a chance event. Instead it was a regular practice of the board members to attend these meetings. The evidence showed that “[t]heir attendance *as a group* did not occur on a sporadic basis, was not haphazard, irregular, nor spontaneous.”

Id. at 417 (emphasis added). As already noted, the North Carolina statute appears to require some level of intent to gather as a group. So if a majority of council members separately and independently show up at a planning board meeting, I think notice *would not* be required under our statute, so long as they don’t gather together or interact as a group while at the meeting, and provided that it does not become a regular practice.

The case of *Bd. of Cty. Comm’rs, Costilla Cty. v. Costilla Cty. Conservancy Dist.*, 88 P.3d 1188 (Colo. 2004), involved a meeting at the “Hideaway” restaurant that was organized by several state agencies and a mining

company for the purpose of reporting on the company’s efforts to take corrective action to remedy

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environmental violations for which it was responsible. An employee of the company invited all three of the Costilla County commissioners to attend the meeting, and two of them (a majority of the board) attended. Local officials from other jurisdictions attended along with several invited citizens. The conservation district sued the county alleging that the county commissioners violated the open meetings law by failing to provide notice that a quorum would be meeting at the Hideaway. The trial court held that no notice was required because there was no indication that the law was intended to apply to meetings held by other agencies. The court of appeals reversed, holding that nothing in the statute specifically limits its applications to meetings called by the public body, and that the presence of the quorum at the meeting triggered the notice requirement. The supreme court reached a different result, holding that “the OML applies only to meetings that are *part of the policy-making process*.” It found that in this case, “the record reveals that the Hideaway meeting was not convened for the purpose of discussing or furthering public policy, and therefore it was not part of the policy-making process.” *Id. at 1192*. The court went on to explain that “for a meeting to be subject to the requirements of the OML, there must be a demonstrated link between the meeting and the policy-making powers of the government entity holding or attending the meeting. Such a link exists, for example, when the meeting is convened to discuss or undertake one of the actions enumerated in the remedy provision of the OML such as a rule, regulation, ordinance, or formal action.”

The court’s focus on the purpose of the commissioners’ attendance is instructive, although I’m not sure the result in this case would be the same under the North Carolina OML. The purposes that trigger our statute include deliberation (which can involve simply attending a meeting to obtain information about public business), and the catchall “otherwise transacting the public business within the jurisdiction, *real or apparent*, of the public body.” *G.S. 143-318.10(d) (emphasis added)*. It seems likely that the members who attended the meeting at the Hideaway did so because of their concern for and representation of the general interests of the county. (Indeed, as it turned out, the mining company later applied for permits to operate in the county.) Under the North Carolina standard, it would not be difficult to conclude that such attendance might fall within the broad concept of transacting public business.

The purpose of an event, the motivation for attendance, and the members’ behavior at the event are all factors that can be relevant to the question of whether an official meeting occurs at an external event. Consider, for example, a situation where a majority of a public body attends an event in a private home. Such a situation was at issue in *Colombo v. Buford*, 935 S.W.2d 690, (Mo. Ct. App. 1996). In that case school board members were invited to the home of a school district patron, and a majority attended. The applicable open meetings law excluded informal gatherings for social purposes. The court noted that “a ‘social’ gathering by nature is one where persons gather in pleasant companionship with friends and associates...” and “[t]he plain and ordinary meaning of ‘informal’ as derived from the dictionary is ‘not formal; conducted or carried out without formal, regularly prescribed or ceremonious procedure; unofficial.’” And finally, “[t]he definition of ‘unofficial’ is ‘not

<https://canons.sog.unc.edu/2016/08/board-majorities-attending-external-events-meetings-notice-required/>

belonging to, emanating from, or sanctioned or acknowledged by a governing body' (citations omitted).” *Id.* at 696. The court concluded that the event was an informal gathering for social purposes based on the following facts:

The school district patron invited the respondents and some of their friends to a gathering at his home ‘to get together in a casual, social setting, to get away from those other kinds of things and just enjoy each other for a change.’ Respondents were present with other people from the community. The gathering was totally unstructured. There was no agenda, no one gave the occasion to order, people did not take turns talking to the entire group of guests, and none of the other trappings of an official meeting were present. There were discussions regarding ‘general educational philosophy,’ but no vote was taken or any policy established. There was testimony that the board members frequently have contact with persons who express their opinion about school policies to them, so that this evening was not unusual.

Id. One might assume that gatherings at private homes would be presumed to be social events. Nothing in the law supports such an assumption. North Carolina’s law exempts social gatherings so long as no public business is transacted.

So what are we to glean from these decisions? Since we have no North Carolina cases involving this issue, I think the best we can do is identify the factors to consider in determining when the presence of a majority of a public body at external events triggers the OML. Based on the specific wording of our statute, I think the following factors should be considered:

What is the purpose and nature of the event? If it is a social event or activity that does not involve matters within the scope or jurisdiction of the public body, then attendance will not constitute an official meeting so long as the members attending refrain from gathering as a group to discuss public business.

Was attendance planned or prearranged by the public body? If there was no coordination and members independently made the decision to attend, their simultaneous presence does not, by itself constitute an official meeting under the OML.

Did the members transact business at the event? Even if the event is a social one, and even if the members independently made the decision to attend, they can still run afoul of the law if a majority of them gathers together at the event and transacts public business. Note that in some instances, even the silent observation of a meeting or presentation conducted by others may constitute the transaction of public business.

Conclusion: Heed this advice

1. There is **no need to provide notice** of the fact that a majority of a public body will or may attend an event that is purely social and does not involve the transaction of public business. *Members of the public body should be reminded that if a group comprising a majority engage in conversation or deliberation about public business at such an event they will be violating the OML.*
2. There is **no need to provide notice** of the fact that a majority of a public body will or may be present at an event – even one that is not purely social – if the attendance of the members is

<https://canons.sog.unc.edu/2016/08/board-majorities-attending-external-events-meetings-notice-required/>

not preplanned by the public body, and a majority of members does not interact or engage in the transaction of public business at the event.

3. If the public body (or a majority of the public body) plans as a group to attend an event that relates to public business, even if the purpose is only to observe, **notice should be provided**. Although we don't know whether our courts would adopt the reasoning in the *Badke* or *Costilla County* cases described above, a reasonable interpretation of the words in the statute suggests that where a majority of a public body intentionally gathers together for a meeting involving public business, notice should be provided.

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Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **April 10, 2023**

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.

May 8, 2023

- * Water Street Rehabilitation Public Meeting
- * National Police Week
- * National Public Works Week
- * Rezoning Request/1130 Hammock Beach Road
- * Special Use Permit/108-4 W. Corbett Avenue

May 22, 2023

- * Review of Watershed Plan (*tentative*)
- * Table of Permitted Uses Text amendment (*tentative*)
- * Onslow United Transit System Presentation
- * Safe Boating Week
- * Financial Report
- * Department Report

<u>June Meeting Dates</u>
Regular – 12th
Regular – 26th

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments – Comprehensive Transportation Plan Revisions
- * Text Amendments – Occupancy Tax
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- * 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*)
- * Samuel Swann Bland Community Service Award policy revisions (*ongoing*)
- * Downtown Parking (*parking on grass and in front of homes*)
- * Special Use Permit/Wawa convenience store/gas station
- * Resolution Supporting Veterans Garden
- * Duke Energy Presentation
- * High School Recognitions
- * Onslow Soil & Water Conservation District Presentation (after review of Watershed Plan)
- * Moore Street One-Way direction change consideration
- * Resolution in Opposition of Senate Bill 200
- * Major Subdivision Final Plat – Parrish Green

PROJECTS REPORT

Town Projects/Initiatives Update

April 2023

Submitted By: Paula Webb, Town Manager

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

- **Swansboro Causeway Living Shoreline Project:**

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

The following information is from their project narrative:

Project Site 2: Swansboro Yacht Club

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

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

Project Engineer, Brian Lipscomb confirmed a project construction timeline of late Fall/Winter of 2022/2023. A notice to proceed has been issued for a traffic impact analysis for the project. RK&K has completed the traffic counts. In short, the report acknowledges am restrictions from 6-9am and afternoon restrictions from 3-6pm.

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

All permits were received on July 22nd and the Division was able to advertise the project on July 27th for an August 18th LET. Three 3 bids were received, with the low bidder being TA Loving Company in the amount of \$1,697,687.00 (0.1% (\$2,128.20) below the final

Town of Swansboro, NC Manager's Report

estimate). The contract was awarded to TA Loving Co, and they have presented the bonds and certificate of insurance to the Division.

NCDOT hosted its first monthly construction meeting this morning on this project. Roughly 20 attended to include the contractor TA Loving, NCDOT, NC Coastal Federation, Coastal Community College, and Town Staff. Hereafter, monthly meetings will be held on the fourth Thursday of the month. TA Loving is scheduled to begin mobilizing on October 10th.

Received word on 10/7/22 that the project start date would be delayed due to permit requirement discussion that resulted from the construction meeting on 9/26/22. NCDOT held an Environmental Pre-con onsite 10/7 and the agencies are now in agreement with our method of construction. However, a formal modification to the permit may be required. This could take 30 days +/- . Mobilization now expected mid to late November.

Received word November 16th that the project start date is now the week of November 28th. During initial construction of this project, the center turn lane will be removed and the west bound traffic will be shifted over to accommodate the rock sill construction. In addition, monthly construction meetings will be held at Town Hall on the fourth Thursday of each month.

Reported in 3/2/23 Manager's Brief that NCDOT Project Manager Daniel Waugh indicates that the major construction of the sills is on schedule to be completed in April. However, there may be some delays related to work started this week. Due to construction of the roadway slopes, the contractor is breaking/cracking almost all of the sidewalk. Making the sidewalk repairs will delay the completion slightly. A more realistic goal is to remove the temporary pattern and re-stripe by mid-May.

Work appears to be concluding as noted above. Curb/guttering and sidewalk repairs are underway.

- **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.

Town of Swansboro, NC Manager's Report

The structure provides the structural integrity needed but communications during a storm while in the interior rooms would be difficult. Deputy EOC Coordinator/ Chief Degnan shared with me that arrangements for an antenna through Verizon or ATT would be needed. Board members met on December 9 to tour the SUMC site.

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

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

Ten people have been identified as the committee:

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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 12th for introductions and Q&A. Representatives also made additional site visits on January 18, 2023. Staff continuing meetings with Becker Morgan until more details developed for committee review.

Staff continues 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 complete the report, which will then be forwarded onto the Board of Commissioners.

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

Town of Swansboro, NC Manager's Report

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.

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

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

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

RCCP Project Portfolio

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

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

As directed during the May 23 regular meeting, and with assistance from Withers and 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.

Phase IV – Construction Applications due April 28th. We were disappointed to learn there was only \$1,000,000 to award. Withers and Ravenel reviewing the application and our project criteria.

- **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

Town of Swansboro, NC Manager's Report

5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs
7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space
9. Attic Insulation

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

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work.

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 27th.

Following interviews, David Gall Architectural Firm out of Winston Salem was selected. Mr. Gall has already made a couple 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.

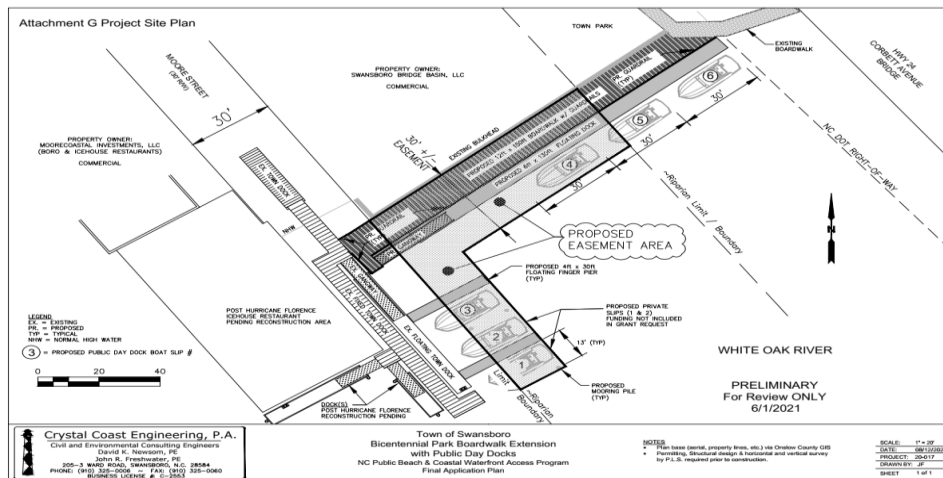
Due to a family medical issue, Mr. Gall contacted the Town on 3/20/23 to decline the contract. I have emailed the State Historic Preservation Office regarding this setback and will share the plan to move forward once we have a chance to discuss it as a group.

Town of Swansboro, NC Manager's Report

Stature Engineering was interviewed on April 10th and selected to complete the work.

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

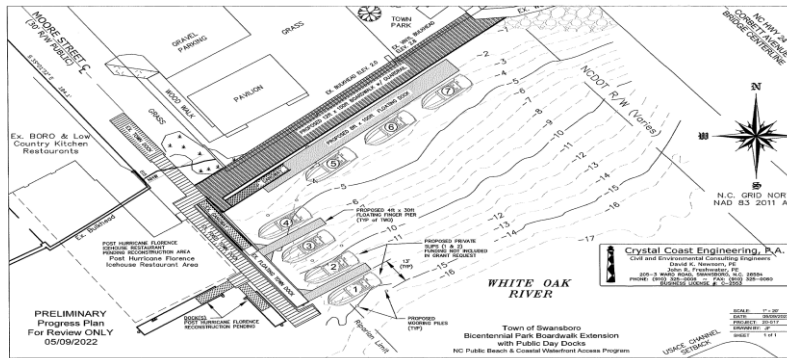
1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.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



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

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.

Town of Swansboro, NC Manager's Report



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

As reported in the weekly brief June 24th, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so 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 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 21st. Additionally, because we must do some minor dredging prior to

Town of Swansboro, NC Manager's Report

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 8th and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting on 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.

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.

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

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

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

Senate Bill 105 approved November 18, 2021 included the \$100K for sidewalk extensions in Swansboro. 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.

Town of Swansboro, NC Manager's Report

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

Section 1 of Priority 2



Section 2 of Priority 2



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

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

- Priority 3 - SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr \$125,000 - *NOTE: we have not prepared survey/design on this section yet, so costs may vary more related to this priority*

Town of Swansboro, NC Manager's Report

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

Priority 3



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

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

During the April 4 Budget Workshop, a future Priority 4 was identified. We are waiting to hear back from NCDOT on funding estimates. NCDOT indicated on 10/10/22 that the on call contractor hoped to start this sidewalk section 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 on 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, however 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 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.

Town of Swansboro, NC Manager's Report

Priority 4



Future Priority Areas – as previously noted (Manager's Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly. 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 needed easement for sidewalk extension. The first letter was sent on October 24th. 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 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*)

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 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.

Town of Swansboro, NC Manager's Report

3/28/23 – all required easements received from Perry and Pinkston family and forwarded onto NCDOT.

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.

Two easement letters have been sent to the property owner with no response. The last letter gave a deadline of March 15th. **Easement obtained late March and provided to NCDOT.**

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.

On February 6th, I had additional conversation with property owners of Priority 3. They seem interested to work 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

Town of Swansboro, NC Manager's Report

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.

Still no easement on Priority 6 – only 1 needed and only 1 of 8 received for Priority 5. Both Priorities are funded if we can obtain the easements.

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.

- **Traffic Light Synchronization Project** - Town Staff has been working with Nisarg Shah of NCDOT to get a better synchronization of the stoplights on NC Hwy 24/W. Corbett Avenue. He made some adjustments on Wednesday, February 3, 2021 but I image it may take a couple of adjustments to correct the issues.

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

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete. Stewart has had some turnover in staff and asked that I submit notes from our last meeting. A final draft was received 1/18/2022 –additional changes to be made yet, mainly name of coordinator to Alissa Fender and implementation to Paula Webb. Final editing has been forwarded onto Stewart. On 12/2/223 Stewart Engineering indicated by email that they hoped the plan would be ready by the end of January 2023. 4/18/23, reached back out Stewart, no response to date.
- **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 \$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.

Town of Swansboro, NC Manager's Report

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

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

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

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

Town of Swansboro, NC Manager's Report



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

What's Been Done To Date

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

What's Remaining to do on the Exterior

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)
- Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and obtain letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

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

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

Town of Swansboro, NC Manager's Report

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 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 the 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 21st. I will be making application to Onslow County for tourism dollars for interior renovations by March 1st.

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 commitment.

- 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 final award by the end of February.
Grant award received April 5, 2023.

Department Reports for March 2023

Administrative Services

- Phone Records Report for March: 2,316 calls

Internal – 513	Town Hall – 374	Parks and Recreation – 324
Police Department – 380	Fire Department – 77	Outgoing totals – 648
- Building permits sold for March: 54 residential/commercial combined; \$8,774.42 total fees collected (includes 4 re-inspections)
- 159 Building inspections processed/22 Fire Inspections processed
- 93 Various receipts processed
- 330 ONWASA payments processed; 7 New Service, 8 other requests
- 10 Work Orders generated for Public Works
- 12 Notarizations performed
- Created Visitors Center Schedule for April
- Admin staff worked at Visitor’s Center 3 days each week (Darla, Alissa, Ali, and Lisa)
- US Census Report Submitted – Permits
- Finalized February Departments Report
- 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.
- Setup/hosted Advisory Board Banquet at the Rec Center
- Budget preparations, ongoing
- Provided support to the Planning Department for numerous matters
- Scheduled/Arranged for Mandatory Harassment Class to be presented by Ward & Smith on April 11, 2023
- Assisted with scheduling employees for Wellness Checks through NCLM – April 21st
- Reviewed ADA Transition plan for updates/edits
- Town Newsletter created and shared through Constant Contact and on Facebook
- Reviewed Emergency Preparedness and Operations Plan for updates/edits
- Scheduled and sent invitations for Queens Creek traffic light ribbon cutting
- Pulled records related to One Way Street traffic movement for Moore Street
- Sidewalk Easements taken to Register of Deed for recordation
- Alissa & Aliette received continuing education at the UNC School of Government on Building Code Law & Administration
- HR Hours: 15.75
- Several IT tickets submitted and or support provided
- Tyler Technologies Permitting Program
 - Received training for contractor’s online access module
- Records Request
 - Dog Waste bags/Station purchases
 - Collier & Associates
- Issued New Releases/Constant Contact for:

Department Reports for March 2023

- Hammocks Beach Road Closure
- Weather Alert #1 – Strong Cold Front
- Hammocks Beach Road Closure (Update – time extended)
- BOC 3/13/2023 Meeting
- One Way Traffic Movement – Church Street
- BOC 3/27/2023 Meeting
- March 2023 Newsletter
- Weather Alert #1 – Saturday Strong Cold Front
- Garbage & Recycle Collection Delay 3/30/2023
- Weather Alert #2 – Saturday Strong Cold Front
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 4,452 Top 5 pages viewed in March:

Employment Opportunities 630 | Government 345 | Police Department 281

Questions 250 | Fire Department 246 |

Finance

- Sales & Use Tax received in March 2023 is \$131,004
- Accounts Payable Summary for March 2023:
 - 241 Invoices-Totaling \$238,233
 - 19 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for March 2023 (841.0)
- Processed payroll- 03/10/23 & 03/24/23
- Stormwater Fees Collected-March 2023-\$245-updated Stormwater spreadsheet
- February 2023 Bank Reconciliation-Town accounts
- February 2023 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- Gathered financial information for March 27, 2023 regular meeting.
- Preparing year-end projections for FY 22/23/updating operating budget spreadsheet
- Entering operating budget requests for FY 23/24 in budget spreadsheet
- Updating Capital Improvement Plan
- Submitted- LGC-131: Notice of Debt Principal & Interest-Municipal Building & Tanker Truck
- Attended the RMS Spring Lunch & Learn
- Attended the NCGFOA Spring Conference
- Attended Tyler Technologies Utility Billing (CFSA)-Current Future State Analysis

Fire Department

Incidents

- 69 Total Incidents
 - 52 EMS Incidents
 - 17 Fire Incidents

Department Reports for March 2023

- 41 incidents occurred in the Swansboro (City Limit District)
- 18 incidents occurred in the White Oak Fire District
- 10 incidents were automatic or mutual aid to other jurisdictions.
 - Automatic Aid (initially dispatched): 7 of those 10 incidents
 - Mutual Aid (requested later): 3 of those incidents.
- Response Statistics
 - Average Turnout Time (Dispatch to Enroute)
 - 2:17
 - Average Response Time (Dispatch to On Scene)
 - Swansboro Fire District (City Limits): 4:34
 - White Oak Fire District: 5:41
 - Mutual or Automatic Aid Districts: 7:20
 - Average Number Personnel Responding to Incidents (Overall):
 - 2.76
 - Average Number Personnel Responding to Incidents (Time Range):
 - 0700-1700: 5.4
 - 1700-0700: 2.8

Training

- Training hours: 121.25
 - Career Personnel: 65.65 Hours
 - Volunteer Personnel: 55.6 Hours

Paid staff

- Currently we have two full-time (Fire Engineer) vacancies.
- Hired a Firefighter, (Charles “Ray” McLean)

Volunteer staff

- We currently have Ten volunteers on staff, four of which are interior firefighters the others are trainees.
- Recruitment efforts are underway to enhance the volunteer program.
- Volunteer Duty Crews: 7.94 Duty Hours
 - 24-hours Duty Shifts: 0

Vehicle repairs

- Truck 17 (1717) has a power steering leak; work order ticket is in progress.
- Tanker 17 (1707) has a pump valve handle issue, that is also being addressed.

Department activities

- New Chief Hired
- Completed 21 Occupancy Inspections
- Two career firefighters and one part-time worker are close to completing the NC Driver Operator Series.
- One Volunteer completed driver operator pumps, working on Emergency Vehicle Driver

Department Reports for March 2023

- One volunteer is projected to complete the Coastal Fire Academy in May.

Upcoming Events

- Touch a Truck event, Saturday, April 29th.
- Fire Department Open House, Saturday, May 27th.

Parks and Recreation

Festivals/Events

Mullet-Continue booking bands and procuring contracts. Researching new bands and new genera of music

Sponsorship

- Sponsorships are still be collected
- Reaching out to previous sponsors and potential sponsors
- Met with Saltwater Grill for 2023 events, they will continue to provide golf carts for the festivals. Will assist in providing items to create packages for overnight visitors

Misc.

- Secure toilets, shuttle services, and security services
- Met with DFS Agency to discuss marketing opportunities
- Meeting with Front Row Communications for upcoming advertising and discuss ideas for next fiscal year
- Vendor applications continue to come in for Arts by the Sea and Mullet Festival

Piratefest

- Partnership with Onslow County Parks and Recreation to host Piratefest in Downtown Swansboro, May 13, 2023, 10am-4pm
- Confirmed entertainment and procuring contracts
- Researching new performers for event
- Collect certificate of insurance from performers
- Met with Chief Taylor to discuss street closures

Comprehensive Master Plan Update

- Draft of plan is complete
- Reviewing for editor edits

ARP Funding Projects

- Cameras-Cameras installed and working
- UTV-has come in, accessories being added, waiting on delivery confirmation

Miscellaneous

- Submitted the 2023-24 Onslow County Tourism Assistance Grant and presented it to the committee
- Revisions of the 2023-24 budget for the department

Department Reports for March 2023

- Completed equipment orders, docks and playgrounds
- Met with two vendors on Splashpad renovation project. Met with two concrete contractors for the concrete work and waiting for quotes
- Rope Climber was installed in Municipal Park
- Revising standard operating procedures for Church Street Dock
- Attended Advisory Board Appreciation Reception
- Webinar with Play Core : Infusing Nature to the Everyday Spaces
- Webinar with NRPA: Using Park Metrics
- Serve on the Onslow County Senior Games Committee, meetings held once a month
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise
- Continue to work at the Visitors Center twice 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
- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

Metrics-Social Media

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	14,511	29,654	4,418	177
Instagram	685	261		48

Activity Report

Organization Activity						
From 3/6/2023 to 4/5/2023						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	P
All	233	45	12	0	257	
Resident	25	3	4	0	32	
Non-Resident	208	42	8	0	225	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	144	3	0	0	107	
18 - 65	65	29	8	0	123	
65+	23	13	4	0	26	
Male	101	20	4	0	102	
Female	132	25	8	0	155	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	161	0	0	N/A	180	
In-Person	72	45	12	N/A	77	

Department Reports for March 2023

Revenue

Slip Fee - Town Dock	\$768.50
Rental Fees-Parks	\$895
Rentals Rooms	\$2,705
Dog Park Registrations	\$45
Rec Program Fees	\$3,395
Gym Memberships	\$425
Summer Day Camp	\$10,457
Vendor Fees	\$6,605
Festival Sponsorships	\$2,500

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

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

Planned programs and other monthly work:

Spring Pickleball Tournament

- Discussed with pickleball volunteer board with details of tournament
- Researched medal and t-shirt options for purchasing for tournament winners

Summer Camp 2023

- Created design for camp t-shirt
- Requested quote from team connection for t-shirts
- Reviewed camp field trips and schedule with summer camp staff

Onslow County Senior Games

- Attended meeting on March 21 with Onslow County Parks & Recreation

Touch-a-Truck

- Continued contacting potential participants and emailed event registration forms
- Contacted food trucks for participation, confirmed Kona Ice and Capones

Department Reports for March 2023

- Emailed Special Event Application Form to Onslow County for approval of food trucks on site
- Requested services quote from DJ Sam Lewis for event
- Prepared military vehicle request form and submitted to MCCS for participation in event

Summer Teen Adventure Camp

- Contacted potential sites for field trips (rock wall, kayaking w Pogies, and Swamp Park-Shalotte)
- Set camp dates for August 14-18
- Reviewed field trip prices and locations online
- Contacted Roanoke River Partners about paddle near Williamston, NC

Spring Break Youth Sports Camp (April 3-6)

- Completed daily schedule for camp with activities and timeline
- Contacted High School and sent flyer to for volunteers for the program

Easter Egg Hunt

- Reached out to Scouts of America for volunteering with event
- Planned setup and event details with Gigi Robles of Southern Coast Realty
- Purchased candy from Sam's Club for stuffing easter eggs
- Submitted work order to Public Works for staking and taping off fields for egg hunt

Body Basics: Flex & Flow Fitness Class

- Planned next class offering with instructor
- Changed day, time, and location of program to downtown Pug Pavilion
- Discussed with instructor drop in participant fee collection program registration protocol

Be- Inspired 24 Hour Art-A-Thon

- Meeting with instructor about individual classes offered at the Rec Center
- Helped instructor with designing flyer and setting up event and programs on Facebook
- Recorded video for Art-a-Thon and shared on social media

Tennis Bloc Spring Pickleball/Tennis Lessons

- Attending phone meeting with company CEO Lee Kincheloe and Jackson Bowen about dates, times, questions and registration information about programs and offerings

Teacher Workday Kids Camp

- Instructed full day program on March 10
- Emailed camp schedule to all parents prior to program date
- Created program for registration for April 10 camp

Dog Park Fence Project

Department Reports for March 2023

- Requested separate quotes for fencing project in the dog park from Anchor Fencing, Clays Fencing, and Fences Unlimited for new fence install and repairs to damaged fence

Bob Ross Paint-n-Sip

- Meeting with instructor Carol McDearmon to discuss upcoming paint programs
- Inventoried all paint class supplies and discussed needed supplies for class
- Set date for April 27 for the class
- Prepared program proposal for director to review
- Researched pricing for paint, brushes, and canvas supplies needed for class

Summer Art in the Afternoons Camp

- Discussed pricing, weeks offered with instructor Carol McDearmon
- Set up all weeks offered in RecDesk for registration

Love Fur Exercise – Carrie White

- Reviewed program dates with instructor and adjusted start dates for Power in the Park and Every Body Move fitness programs

Pogie's Fishing & Kayaking Center

- Meeting with owner Ethan Johnson about summer schedule and programs offered
- Requested new contract and liability insurance certificate for current year
- Discussed new program descriptions and requested detailed descriptions for newly offered programs (Senior Fishing, Bird Watching, & Teen Summer Camp Kayak Paddle trip)

American Red Cross Blood Drive

- Emailed region representative, Bryson Schmidt, new contract form and discussed times available for future blood drives
- Scheduled blood drive for July 26 in the multipurpose room

Permitting

Planning Board

- The March Planning Board meeting was canceled

Swansboro Historic Preservation Commission:

- The March 21st SHPC meeting included issuing a Certificate of Appropriateness on a request by Carol Lanier to move/demolish the home at 224 Water Street

Routine Activities:

- Worked with the applicant for submittal of a Special Use Permit application for a ground floor one-unit Bed and Breakfast near Bicentennial Park to be heard by the Planning Board in April
- Work with the applicant of a rezoning on Hammocks Beach to be heard by the Planning Board in April
- Continue fielding complaints and notifying property owners of violations

Department Reports for March 2023

- Continue working with local Historic District residences but transitioning with the Projects/Planning Coordinator to be the primary contact on historic matters
- The Projects/Planning Coordinator has worked diligently answering questions from potential buyers on saving the homes at 224 Water Street and 209 Water Street from demolition and helping to have them restored in place
- Development review, including:
 - Worked with permit technician approving decks, docks, additions and accessory structures

Police Department

Patrol:

- 154 Reportable Events
- 24 Motor Vehicle Crashes
- 1 Felony Arrest
- 10 Misdemeanor Arrests
- 3 Arrests by Warrant Service
- 3 DWI Arrests
- 1 Felony Drug Arrest
- 7 Arrests with Transport to the Onslow County Jail
- 37 Citations
- 90 Verbal/Written Warnings
- 9 Felonies Investigated (4-Fraud; 2-Sex Offenses; 2-Felony to Elude; 1-Larceny by Employee)
- 23 Misdemeanors Reported (11-Property Damage; 6-Larceny; 4-Traffic Related; 1-Assault; 1-Trespassing)
- 3 Disputes/Public Disturbances
- 3 Domestic
- 1 Crisis Intervention with Mental Subject
- 1 Death Investigation
- 3 Town Ordinance Violations
- 10 Alarm/Open Door
- 37 Suspicious Person/Vehicle/Incident
- 204 Requests by Other Agencies for Assistance
- 39 Requests by Citizens for non-Crime Related Assistance

3,578 Total Events Performed by Patrol

Community Service/Training:

- 7 Vehicle Unlocks
- 3 Funeral Escorts
- 12 Requests for Fingerprinting
- Provided security for two events at the Rotary Civic Center

Department Reports for March 2023

- Chief Taylor and Det. McNeil attended the monthly meeting of the Swansboro Area Chamber of Commerce General Members

Admin Services:

- Answered 383 phone calls during business hours
- Assisted 151 walk in requests for assistance
- Took 32 requests for reports

Public Works

Public Buildings

- Twice weekly cleaning of all park bathrooms, conducted on Monday and Friday mornings
- Weekly set-up and tear down of Town Hall Community Room for various meetings
- HVAC filters changed in all Public Buildings

Public Streets

- Edged and cleaned gutters on both sides of Corbett Ave (HWY 24), the length of the Town limits, from the Causeway to the traffic light at HWY 24 and Belgrade/Swansboro Road
- Converted Church Street to One Way, travelling east to west, from Water Street to Walnut Street
- Installed all necessary signs on Church Street, Walnut Street, Elm Street and Water Street, indicating new traffic pattern
- Designated and marked, four Handicap Parking spaces in and around the Downtown area
- Applied over 11 tons of asphalt patches to four separate spots in Halls Creek North
- Repainted parking spaces at the Rec Center Parking Lot
- Sprayed all Public Sidewalks for weeds

Storm Water

- Repaired and shored up storm water erosion wash out on bank of Halls Branch near Country-Aire Rentals
- Reconstructed and repaired storm water easement in Halls Creek 3
- Reconstructed and repaired storm water easement in River Reach

Solid Waste

- Twice weekly trash pick up at all parks and Downtown areas, conducted on Monday and Friday mornings.
- Weekly Yard Waste Run
- Placed 6 new trash cans in Downtown areas where heavy foot traffic occurs on weekends and during Town Festivals/Events
- Spring cleaning of Ward Cemetery

Grass Cutting & Grounds Maintenance

- Grass cut on all shoulders of all DOT Roads to include:
 - Old Hammocks Road

Department Reports for March 2023

- Hammocks Beach Road
- Norris Road
- Main Street Extension
- Swansboro Loop Road
- Deer Island Road
- Mount Pleasant Road
- Bi-weekly grass cutting of all Town Parks
- Bi-weekly grass cutting of all grounds, in and around all Public Buildings
- Cleaned, weed removal and spray, and applied fresh mulch to all flower beds, mulch beds and rain garden areas, in and around all Public Buildings

Vehicle & Equipment Maintenance

Performed basic maintenance, when required, on all Department vehicles and equipment, to include oil changes, wiper blade replacement, vehicle bulb replacement, tire inflation/repair, battery replacement, fuse replacement, lube various areas, and washed and vacuumed all vehicles.