



Board of Commissioners Agenda

Town of Swansboro

Monday, November 27, 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. Meeting Minutes:

- May 22, 2023, Regular Meeting Minutes

b. Tax Refund Requests

- Aldret, Kenneth Manning	\$6.88	Tag Surrender
- Gorostieta, Alejandro	\$684.97	Over Assessment
- Huddleston, Cara Olivia	\$20.21	Tag Surrender
- Mier, Melinda J & Olivia Juliet	\$38.95	Military
- Seabolt, David Patton	\$150.41	Sold/Traded
- Squire, Jason Carl	\$20.90	Over Assessment

IV. Appointments/Recognitions/Presentations

a. Board Appointments

Presenter: Alissa Fender – Town Clerk

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

Recommended Action:

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

V. Public Hearing - none

VI. Business Non-Consent

a. State Capital Infrastructure Funds (SCIF) Investment Options

Presenter: Sonia Johnson – Finance Director

The Town received State Capital Infrastructure Funds (SCIF) to build a new Emergency Operations Center. Per the NC Office of State Budget and Management, the Town can place these funds in a high interest savings account or money market.

As part of our ongoing efforts to secure the most favorable terms for the SCIF funds, staff reached out to several banks to obtain competitive rate proposals. At this time, we are still waiting on some responses from these institutions. Staff will provide the bank rates and a recommendation at the meeting.

b. Monthly Financial Report as of October 31, 2023

Presenter: Sonia Johnson – Finance Director

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

d. Recognition of Outgoing Board Members

Presenter: Paula Webb – Town Manager

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Department Reports (Printed version will be provided at the meeting)

b. Projects Report (Printed version will be provided at the meeting)

X. Board Comments

XI. Closed Session - none

XII. Adjournment

Town of Swansboro
Board of Commissioners
May 22, 2023, Regular Meeting Minutes

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

Gregg Casper of 226 Water Street spoke regarding the Water Street Rehabilitation agenda item. She was curious if the road work would include resurfacing and what would happen with the trees that were presently planted in the median of Broad Street.

Susan Casper of 301 Water Street also spoke on the Water Street Rehabilitation agenda item. She shared that Caspers Marina at the end of Broad Street was comprised of rebar which sustained the lift used to move around board and she wanted to ensure that portion of the street would not be affected. She also shared that she was concerned about a rain garden and inquired if there were plans for fencing to prevent children and pets from entering.

Adoption of Agenda and Consent Items

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, the agenda was amended to include recognition of Dawson McElroy. The amended agenda and the below consent items were approved unanimously.

Consent Items:

- Amendment to the Town Zoning Map
- ONWASA Administrative Service Agreement
- Resolution Opposing Senate Bill 200

Appointments/Recognitions/Presentations

Safe Boating Week Proclamation

Mayor Davis read the proclamation and acknowledged Carl Rauschenberg with the US Coast Guard.

Recognition of Dawson McElroy

Fire Chief Jacob Randal shared that Mr. McElroy was moving away from the area and recognized him for his service with the town since 2015. In his time with the Town, he

logged over 800 hours of training, responded to 530 incidents, and provided over 350 documented hours. He was presented with a Distinguished Service Award.

ADA Transition Plan

Harrison Wenchell the Stewart Transportation Planning Team Lead reviewed the final deliverables for the Towns ADA Transition Plan that was ready for adoption.

In response to inquiries from the Board, Mr. Wenchell clarified the following:

- The document was a living document and would be changed by future improvements.
- Of the 214 curb ramps 95% of them were existing and the remainder were opportunities
- The 190 hazards identified ranged anywhere from minor to major maintenance to bring into compliance.

On a motion by Commissioner Turner, seconded by Commissioner Philpott the ADA Transition Plan was adopted unanimously.

Water Street Rehabilitation

Amada Hollingsworth, Project Manager with WithersRavenel shared that the project design was funded through the RCCP Grant but did not cover construction. After the feedback received at the May 8, 2023, meeting, they provided a re-design which only provided for the bioretention area to be on the Town-owned open space between Walnut Street and Elm Street along Broad Street. Additional water pick-up inlets would be placed on Elm Street, Broad Street, and Water Street in addition to the existing inlets on Elm Street and Water Street. See attachment A. The original plan included bioretention on Broad changing the median between Elm Street and Water Street

The bioretention area would be designed to enhance the natural green space with good infiltration when it rains. All side slopes would be flat and there would be no need for fences as it wouldn't store water like a wet pond.

Mrs. Casper was permitted to address the board again and she shared that during rainstorms the water ran down Broad Street in such an amount that they keep sandbags at their doors to provide protection. She expressed that if the Broad Street median was to be mitigated and changed that any trees removed be planted somewhere else.

In order to be provided consideration for any future grand funding for the construction and mitigation of the Stormwater for Elm Street, the Board must have a preliminary plan in place. After discussion on the plans and their differences, consensus was that the first plan was more favored with the added option of additional piping on Elm Street.

On a motion by Commissioner Turner, seconded by Commissioner Philpott, with unanimous approval the initial plan was accepted with added piping considerations to be included on Elm Street.

Onslow United Transit System Presentation

Danny L Ferucci, the Executive Director for Onslow United Transit System presented a brief history of the program. He shared that Onslow United Transit operates subscription, demand response, general public transportation and ADA Complementary Paratransit services throughout all of Onslow County. Transportation out of county was also available and the schedule can be found on our website below or by contacting our office after 2pm weekdays. Service was provided to passengers needing transportation to medical appointments, work, daycare, shopping, social and recreation activities.

In response to inquires from the Board Mr. Ferucci clarified the following:

- Highest fee charge within the county was \$5.00, with elderly/disabled discounts and out of county cost was \$15.00.
- Riders are what contribute to the route, timing and availability.

Public Hearings

Petition for Voluntary Annexation – Lodge View Subdivision

Town Clerk, Alissa Fender, reviewed that Emerald Coast Inc. had petitioned to voluntary annex consolidated real property known as Lodge View Subdivision. The subdivision consisting of seven (7) lots (Pin #1319-148.12, 1319-148.11, 1319-148.10, 1319-148.09, 1319-148.08, 1319-148.7, 1319-148.6) was located off Norris Road. The properties were zoned MHS (Mobile Home Subdivision) and was currently located within the ETJ, non-contiguous to the town limits. In accordance with Board Policies 9 & 10, the petition has been investigated and a public hearing was scheduled. The petitions meet the requirements of law.

The public hearing was opened at 7:27 pm, then closed as there were no comments offered.

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, Ordinance 2023-O5 annexing the Lodge View Subdivision as described by its legal description and all exhibits into the Swansboro Town Limits was approved unanimously.

Text Amendment to the Table of Permitted/Special Uses and Pertinent Sections

Projects/Planning Coordination, Rebecca Brehmer reviewed that on April 10, 2023, a joint meeting of the Board of Commissioner and Planning Board was held to review and provide feedback on the amendments proposed by the subcommittee to the Table of

Permitted/Special Uses and pertinent sections. The Planning Board recommended the text amendment to the Board of Commissioners in their portion of the meeting.

In response to inquiries from the board, Planner, Andrea Correll, clarified the following:

- The Type C buffer changes and the existing noise ordinance provided the ability to handle potential noisy businesses accordingly.
- Traffic Impact Study requirements would apply based on trip generations.

The public hearing was opened at 7:37 pm, then closed as there were no comments offered.

On a motion by Commissioner Pugliese, seconded by Commissioner Turner, Ordinance 2023-O6 amending the Unified Development Ordinance to include Sections 152.179, 152.180, 152.211, 152.212, 152,312 was approved. The motion passed 3:2.

Ayes: Pugliese, Turner, Conaway

Noes: Philpott, Tursi

Business Non-Consent

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. No new additional items were added.

Public Comment

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

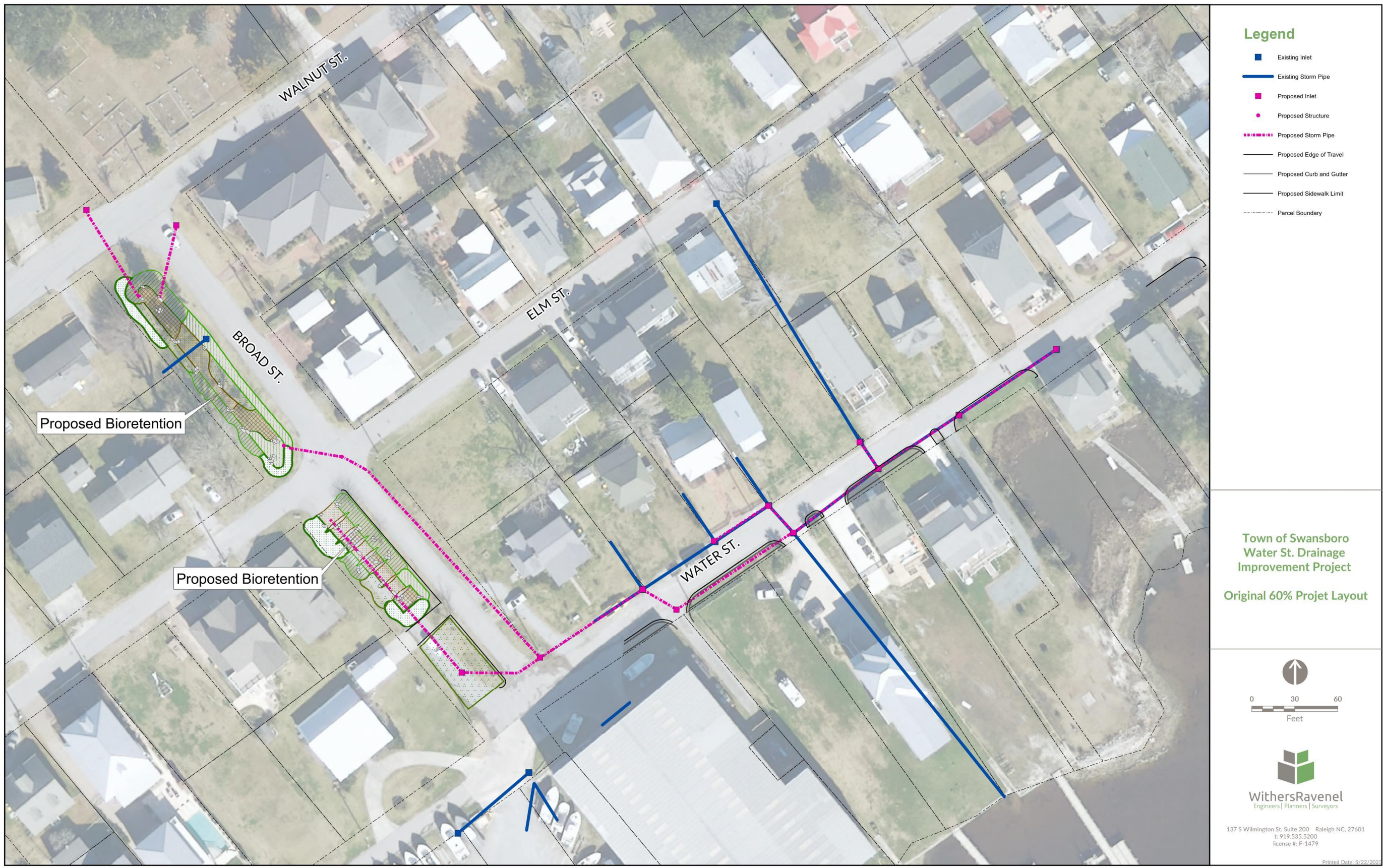
Board Comments

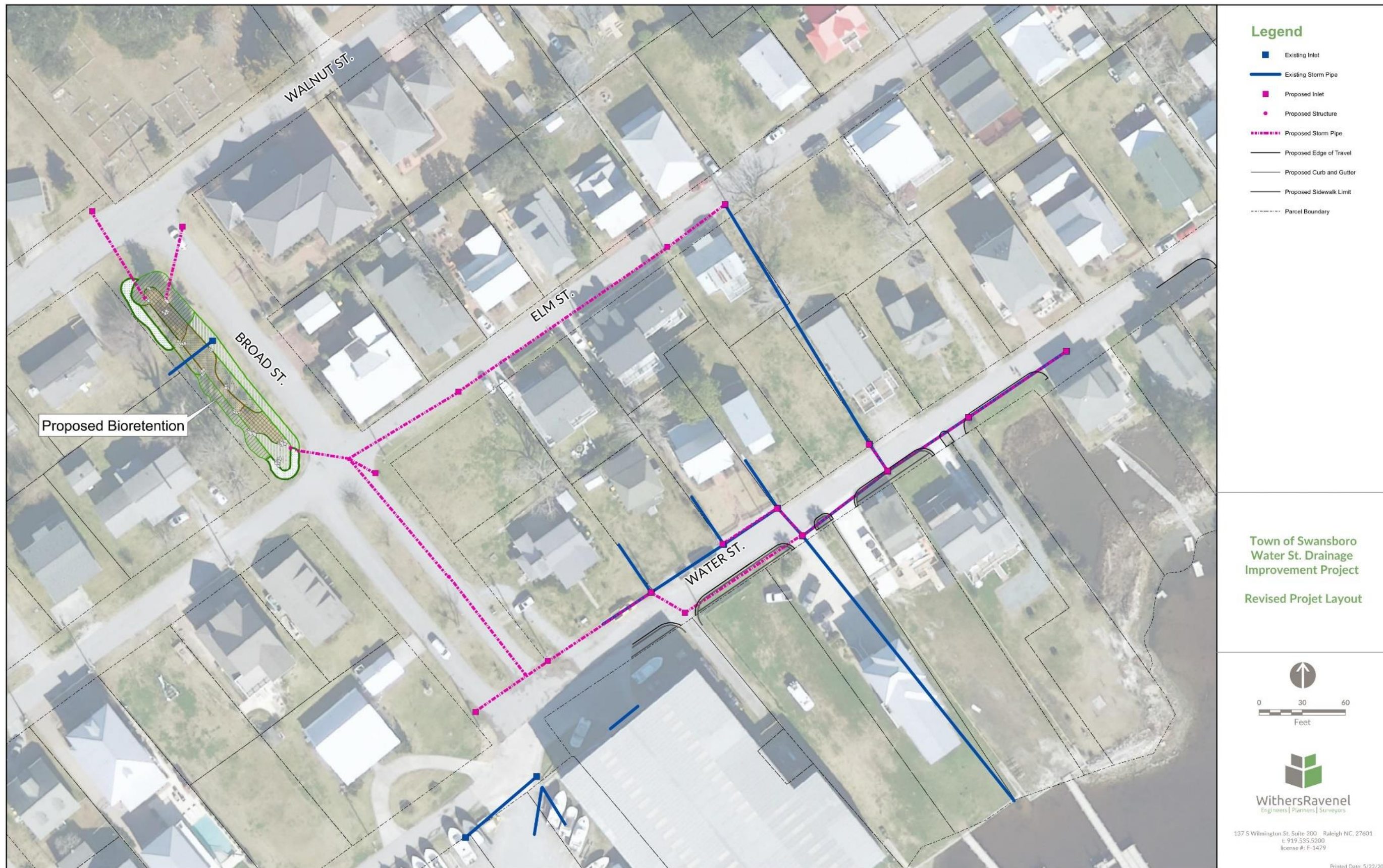
Commissioner Philpott shared that while he appreciated the efforts provided by staff and others on the Table of Permitted Uses, he still had some reservations. Additionally, he shared that he would provide an update on the EOC/PSB in the coming weeks after the committee meets with the consultant.

Mayor Davis shared that there was a planned Memorial Day service on May 29th at Sanders Park, and all were invited to attend. He also shared that he also had reservations on the Table of Permitted Uses amendment.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the meeting adjourned at 7:55 pm.







Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **November 27, 2023**

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

Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$922.32.

Vehicle Tax

ALDRET, KENNETH MANNING	\$6.88	Tag Surrender
GOROSTIETA, ALEJANDRO	\$684.97	Over Assessment
HUDDLESTON, CARA OLIVIA	\$20.21	Tag Surrender
MIER, MELINDA J & OLIVIA JULIET	\$38.95	Military
SEABOLT, DAVID PATTON	\$150.41	Sold/Traded
SQUIRE, JASON CARL	\$20.90	Over Assessment

Recommended Action:

Motion to approve refunds as recommended by Onslow County.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **November 27, 2023**

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

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

Planning Board

One (1) seat to consider for appointment/reappointment.

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

There are Zero (0) ETJ application(s) on file.

Historic Preservation Commission

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

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

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

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

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

There are Five (5) application(s) on file.

Tourism Development Authority

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

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

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

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

There are Four (4) application(s) on file.

Parks Board

Four (4) seats to consider for appointment/reappointment – Two (2) in-town and One (1) ETJ, and there is One (1) vacant ETJ seat.

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

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

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

There are Six (6) in-town application(s) on file and 0 ETJ applications.

Action: _____

Background Attachment(s):

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

Recommended Action:

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

§ 160A-362. Extraterritorial representation.

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

§ 128-1.1. Dual-office holding allowed.

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

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

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

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

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

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

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

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

TOWN OF SWANSBORO
Resolution 2023-R__

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

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

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

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

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

Adopted this ___ day of _____, 2023.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk

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

Item IV - a.

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) – Appointed to HPC April 2023

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

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

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

Interested in Historic Preservation Planning Board Park Board Tourism Authority Other

- Retired
- Bachelor of Arts: Urban Planning, Master of Administration, Master of Arts National Strategic Studies
- Highly 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) – Appointed to Parks Board Aug 2020

Interested in Tourism Authority

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

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

Interested in Park Board

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

*Note: Applications are kept on file for one year.
(Updated 11/2023) afender Z:\Town Clerk\Advisory Board Members*

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

Interested in Planning Board Park Board

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

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

Interested in Planning Board Other

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

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

Interested in Planning Board Historic Preservation Park Board

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

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

Interested in Tourism Authority

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

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

Note: Applications are kept on file for one year.

(Updated 11/2023) afender Z:\Town Clerk\Advisory Board Members

Interested in Planning Board

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

*Note: Applications are kept on file for one year.
(Updated 11/2023) afender Z:\Town Clerk\Advisory Board Members*

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



REVENUES

EXPENDITURES

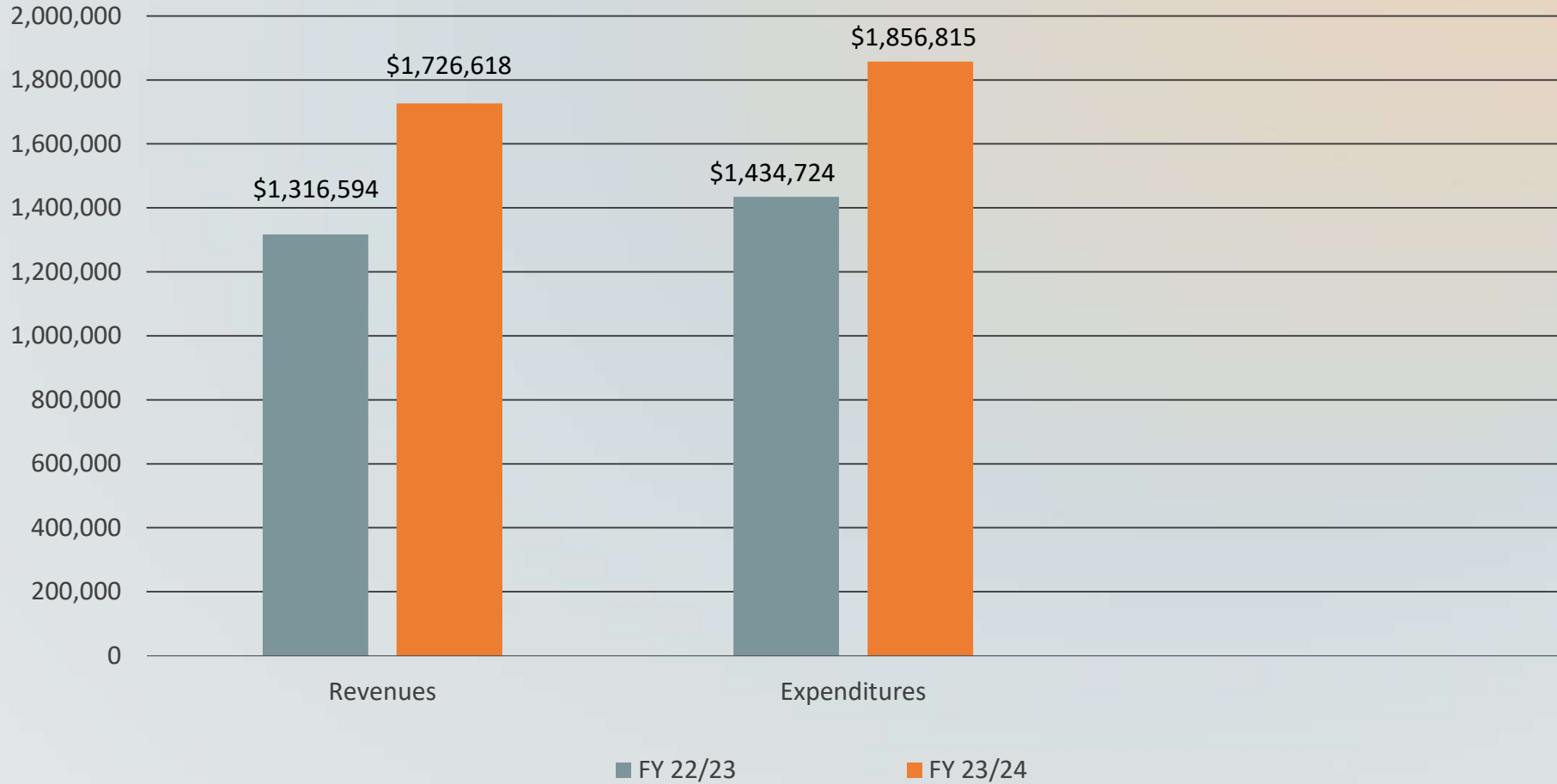
LOAN PAYMENTS

INVESTMENTS

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

Item VI - b.

GENERAL FUND

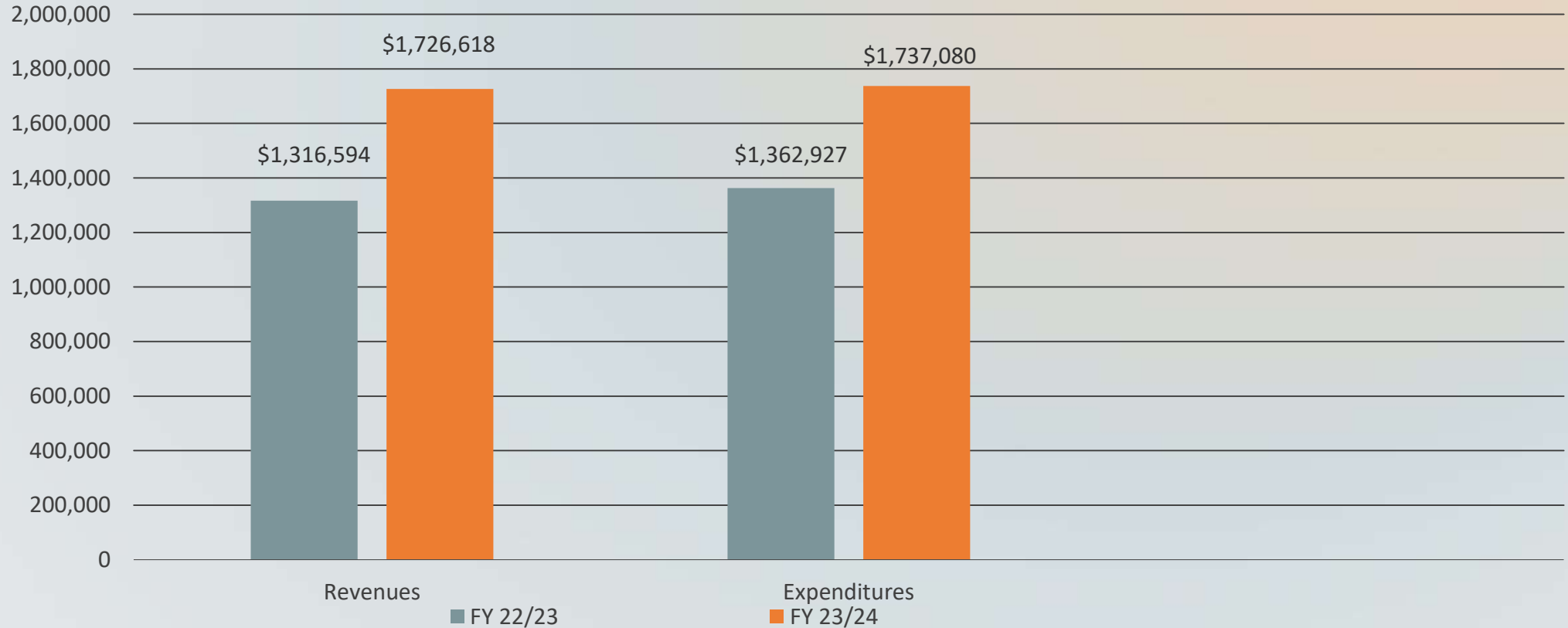


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures (\$130,197)

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

(ACTUAL)

GENERAL FUND



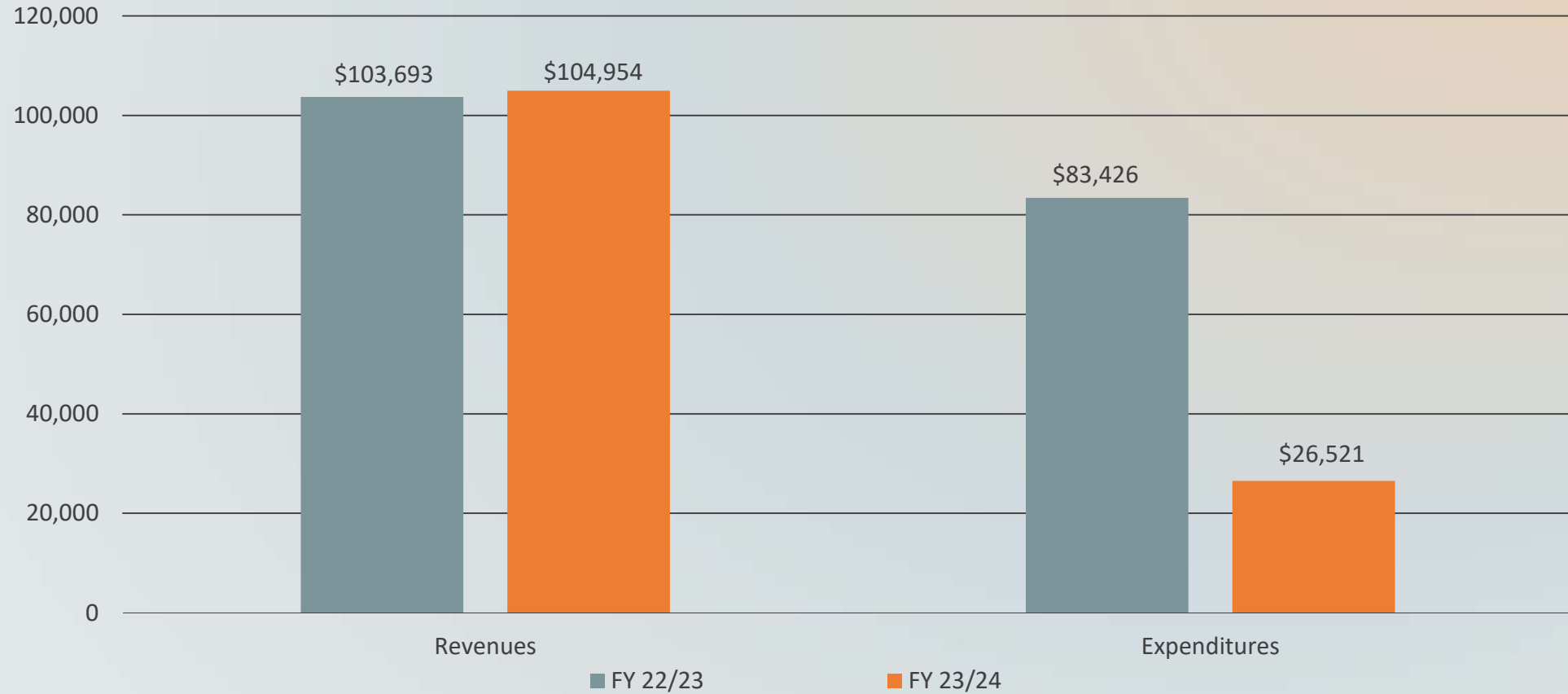
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures (\$10,462)

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % Ocotber 31, 2023
GOVERNING BODY	43,476	17,165	986	41.7%
ADMIN SERVICES	426,686	130,678	6,263	32.1%
FINANCE	288,745	80,204	423	27.9%
LEGAL	43,000	12,510	-	29.1%
PUBLIC BUILDINGS	386,000	69,614	2,508	18.7%
FIRE	1,344,513	417,691	80,864	37.1%
PERMITTING	389,292	112,195	-	28.8%
POLICE	1,208,251	338,644	3,393	28.3%
PUBLIC WORKS-STREETS	536,452	79,834	1,407	15.1%
POWELL BILL-STREETS	110,084	1,765	700	2.2%
PARKS & RECREATION	354,732	87,629	15,679	29.1%
CHURCH STREET DOCK/VISITOE CENTER	176,127	10,251	912	6.3%
EMERGENCY MANAGEMENT	44,306	10,234	500	24.2%
FESTIVALS & EVENTS	124,653	56,632	6,100	50.3%
NON DEPARTMENTAL	571,140	312,034	-	54.6%
TOTAL	6,047,457	1,737,080	119,735	30.70%

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

STORMWATER ENTERPRISE FUND

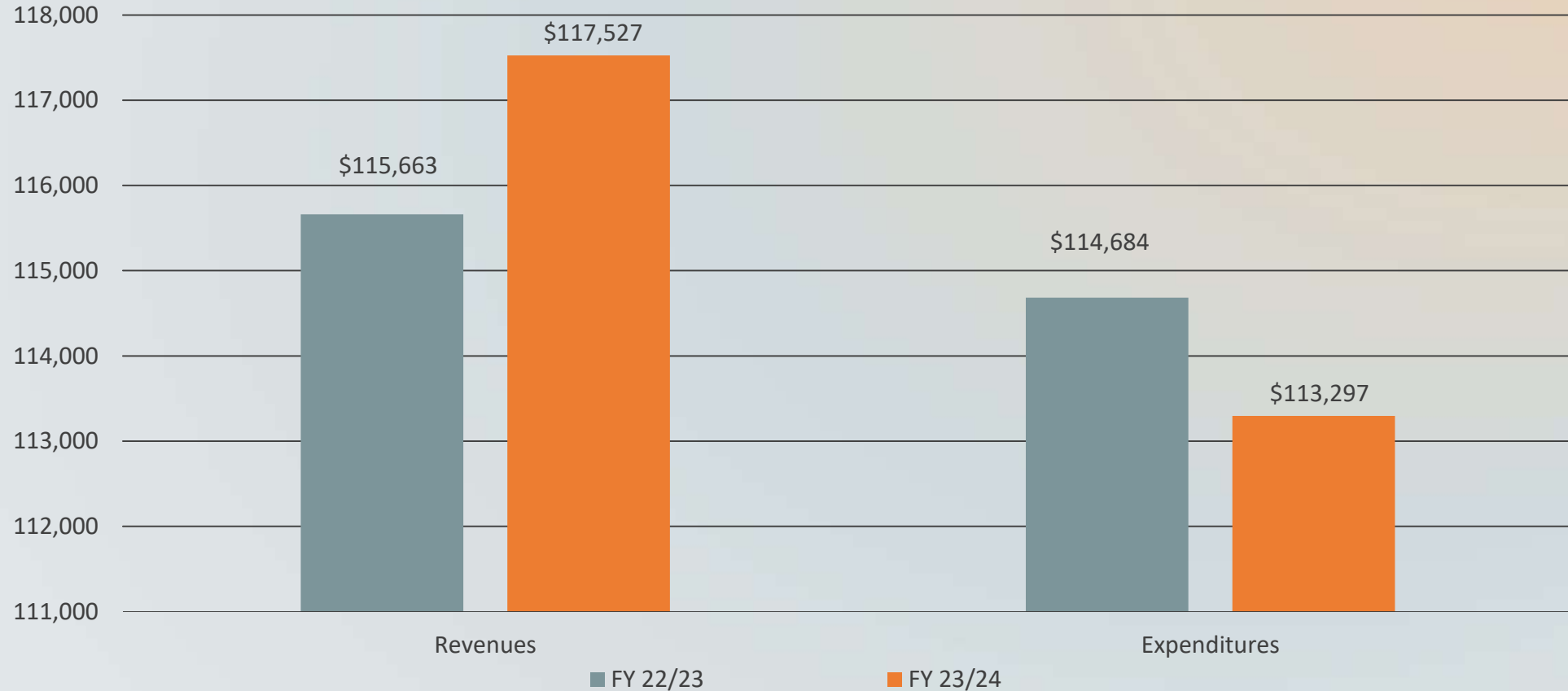


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$78,433

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

Item VI - b.

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$4,230**

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF OCTOBER 31, 2023)**

Item VI - b.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$391,469	2.69	03/21/2028	\$84,724
Public Safety Facility	\$80,000	2.58	12/22/2024	\$42,064
Fire Truck	\$136,806	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$100,000	2.43	12/14/2026	\$28,038
Grapple Truck/Town Hall Generator	\$93,416	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$67,627	1.84	7/15/2026	\$23,377
Total Debt	\$869,318			\$273,632

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$6,154,168	.10%
NC CMT-General	\$5,359,822	5.25%



GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,087,599	\$949,838	\$20,770	\$116,991
Swansboro Bicentennial Park Boardwalk Extension	\$277,800	\$34,000	\$0	\$243,800
Emergency Operation Center	\$6,009,261	\$19,723	\$0	\$5,989,538
Emmertton School Repairs	\$424,000	\$9,055	\$0	\$414,945
Total Outstanding Grants	\$7,798,660	\$1,012,616	\$20,770	\$6,765,274

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **November 27, 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.

December 11th – Organizational Meeting

- * Samuel Swann Bland Community Service Award
- * Oath of Office Ceremony
- * Selection of Mayor Pro Tem
- * Appointment to Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) Transportation Advisory Committee (TAC)
- * Appointment to ONWASA Board
- * 2024 Board Meeting Schedule

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments – Comprehensive Transportation Plan Revisions
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- * Building Standards (*Concerns with tarps and homes in poor repair all around town brought up 2.14 meeting*)
- * Board Meeting Alternatives for Public viewing (*undergoing further research*)
- * Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)
- * Wetlands Policy (*creation & review by planning board*)
- * Duke Energy Presentation
- * Major Subdivision Final Plat – Parrish Green
- * Onslow County Soil & Water Presentation
- * Wayfinding Signs
- * High School Recognitions – *revisit/revise*
- * Swansgate Street Acceptance
- * Text Amendment – Airbnb regulations
- * Highway 24 Superstreet Presentation – *rescheduled to later date*
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Town Code Amendment to Chapter 91: Fire Prevention