



Board of Commissioners Agenda

Town of Swansboro

Tuesday, November 26, 2024

Board Members

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

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda. There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

III. Adoption of Agenda and Consent Items

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and little or no controversy. These items may be voted on as a single group without Board discussion "or" if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

III. Consent Items:

- a. September 10, 2024, Regular Meeting Minutes
- b. September 10, 2024, Closed Session Minutes
- c. September 24, 2024, Regular Meeting Minutes
- d. October 5, 2024, Special Meeting Minutes
- e. October 22, 2024, Regular Meeting Minutes
- f. October 22, 2024, Closed Session Minutes

IV. Appointments/Recognitions/Presentations

- a. **Recognition of John Davis, Mayor**
Presenter: Jon Barlow -Town Manager
- b. **New River YMCA – Serving all of Onslow County and Beyond**
Presenter: Charlie Myers -CEO New River YMCA

V. Public Hearing – None

VI. Business Non-Consent

a. Appointment of Representative to ONWASA

Presenter: Alissa Fender – Town Clerk

ONWASA's Board of Directors are appointed to three-year terms by the local governments in the service area. The Board is composed of eight members whose regular meetings are held bimonthly at Jacksonville City Hall, 815 New Bridge Street, Jacksonville, NC. Mayor Davis currently serves as the Swansboro representative, with his recent election to the county, another board member will need to be appointed to fill his term through December 2027.

Recommended Action: Make appointment to ONWASA Board of Director's

b. Public Safety Pay and Classification Study Results

Presenter: Jon Barlow – Town Manager

At the request of the Town Board of Commissioners, a comprehensive Pay and Classification analysis of all sworn full-time law enforcement and Fire Department positions was conducted.

Recommended Action: Approve the recommended Pay and Classification Plan revisions as presented with full implementation effective the first pay period in January 2025.

c. Monthly Financial Report as of October 31, 2024

Presenter: Sonia Johnson – Finance Director

d. 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

X. Board Comments

a. Projects Report

b. Department Reports

XI. Closed Session

a. *Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the amount of compensation and other material terms of an employment contract or proposed employment contract and (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee;*

XII. Adjournment

Town of Swansboro
Board of Commissioners
September 10, 2024, Regular Meeting Minutes

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf.

Call to Order/Opening Prayer/Pledge

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

Public Comment

Lisa Prakash and Andrea Wilmoth thanked Chief Taylor for his support in starting their Neighborhood Watch initiative in the downtown area, expressing hopes to have signs installed soon. They shared plans for workshops on bike safety and reporting suspicious activity. Chief Taylor shared that Officer Amanda Hipps would serve as the police liaison for the program.

Jerry Seddon of 210 Walnut Street shared that he had concerns about speeding issues downtown, with narrow streets and the proximity of homes to the road, there was little reaction time if a child or pet were to enter the street. He suggested reducing the speed limit to 15 mph and adding speed limit signs, as the current ordinance of 20 mph was not enforced due to lack of signage. He also proposed making Walnut Street one-way to improve traffic flow and potentially alleviate speeding issues.

Board members agreed to explore options for a one-way street and Police Chief Taylor would study and determine the feasibility of the changes.

Kim Kingrey of 212 Elm Street commented on congestion downtown, sharing that an incident had recently occurred involving a weapon due to a blocked street. She emphasized the difficulty for emergency vehicles to navigate the streets when cars were parked on both sides and advocated for one-way streets as a possible solution, though she acknowledged it could encourage speeding. Additionally she shared she was tired of picking up dead ducks and signage about not feeding might help.

Adoption of Agenda and Consent Items

On a motion by Commissioner Turner, seconded by Commissioner Conaway, the agenda and following consent items were approved unanimously.

- May 23, 2024, Special Meeting Minutes
- May 23, 2024, Closed Session Minutes

- May 28, 2024, Regular Meeting Minutes
- May 28, 2024, Closed Session Minutes
- Budget Ordinance Amendment #2025-2

Appointments/Recognitions/Presentations

Onslow United Transit System Presentation (OUTS) Update

Danny Ferucci, Executive Director of OUTS, provided an update of their transit services, including door-to-door transportation for the elderly, disabled, and Medicaid patients. He outlined the organization’s growth since its founding, current ridership, and available services. Mr. Ferucci also highlighted recent developments, such as the resumption of limited out-of-county medical transport and a new Down East Express service in partnership with Carteret County. Board members asked questions about the program’s trends and COVID-19 impacts, as well as options for increasing community awareness of the service.

Board Appointments

Clerk Fender reviewed that due to a resignation, there is now a vacancy for an ALT seat on the Historic Preservation Commission. There were two interested applicants, Tim Vannoy and Tom Pieratti, both currently serving on other boards (Planning Board and Board of Adjustment, respectively). Mrs. Fender shared that call for applications is sent several times throughout the year through Constant Contact, posted to Facebook and is always available on the Town’s website. After discussion the board tabled appointments to allow more community members to apply, expressing a desire for fresh representation from the town’s 4,000 residents.

Business Non-Consent

EOC/PSB Site Selection Committee Update

Committee member Melissa Anderson reported on the progress of the Emergency Operations Center and Public Safety Building. The project received a \$3 million state grant for land improvements and acquisition, with the Rotary property as the primary option, now offering six acres including Ireland Avenue. Due to grant restrictions, Municipal Park property could not be used, and St. Mildred's property was no longer available. Efforts were underway to resolve ingress/egress issues, including discussions for a potential land swap to widen Ireland Avenue and consultations for Highway 24 access with the Rotary Property. Preliminary maps show no wetlands on the Rotary property, though formal confirmation may be sought. A portfolio with a feasibility study,

design-build schedule, and example projects were also being prepared. The committee will consider a new property option at its next meeting.

Swansboro TDA Overview

Finance Director Johnson presented an overview of the TDA and reviewed the current enabling legislation with the board. She shared that TDA Chairperson Randy Swanson, was available to answer questions.

Board members discussed the need to ensure that events, such as Tunnel 2 Towers and Swan Fest, were funded appropriately, potentially through tourism dollars rather than direct taxpayer funds. The board referenced a past resolution outlining TDA funding guidelines but noted that it may impose restrictions beyond what is mandated by state statute. Some members expressed a desire to review and possibly amend this resolution to allow greater flexibility in using TDA funds for local events that attract tourism.

The board proposed scheduling a workshop to review the resolution in detail, with guidance from the Town Attorney, to align it with North Carolina's general statute and to clarify TDA's role in funding decisions. Mr. Swanson expressed support for updating the resolution, requesting clarity on the TDA's responsibilities and boundaries. He noted that anyone is welcome to submit a grant request for TDA funding, which the board will review within 30 days of submission, either in a regular or special meeting.

The board agreed to proceed with scheduling a workshop for further discussion on this matter.

CPSE – Community Risk Assessment-Standards of Cover Adoption

Fire Chief Randall reviewed that the Town of Swansboro Fire Department was 1 of 10 agencies selected to participate in the Center for Public Safety Excellence's Beta Testing for the Community Risk Assessment (CRA) / Standards of Cover (SOC) Certificate Program. The CRA/SOC is a significant component of completing the Agency Accreditation process. An 86-page report detailing fire and non-fire risks in the Swansboro and White Oak River districts and requested the board's formal approval to validate their assessment methods and data was included in the documentation provided to the board. This program would position the department among the first 12 agencies internationally to achieve certification, enhance service quality and accountability.

Fire Chief Randall highlighted key report findings, including increased EMS and fire incidents linked to population and commercial growth, and a shift to 90th percentile response metrics for more accurate performance evaluation. Additionally, he outlined

plans for monthly, quarterly, and annual reporting to improve transparency and support ISO ratings and accreditation goals.

On a motion by Commissioner Brown, seconded by Commissioner Turner, with unanimous approval Resolution 2024-R9 was adopted approving and accepting, the Community Risk Assessment-Standards of Cover document and performance metrics for the Swansboro Fire Department.

Visitor Center Repair and Maintenance

Manager Barlow reviewed that the Visitors Center located at 203 Church Street had evidence of mold growing on the walls, ceiling, cabinets and outlets fixtures. This condition necessitated the need to close the building until the problem could be remediated. Right Coast Solutions responded to assess the problem and they estimated a remediation cost of \$15,250.

Board members expressed concerns about ongoing expenses and maintenance issues in the building, including poor ventilation, lack of vapor barriers, and inadequate insulation that contributed to mold growth. Several voiced frustrations over the continuous taxpayer-funded repairs on the building, which had received substantial investments after Hurricane Florence in 2019. They discussed the possibility of selling the property, given its low visitor numbers and maintenance challenges, with options for protective deed restrictions to preserve its historical significance. However, concerns were raised about the effectiveness of the remediation plan, and some officials suggested seeking additional evaluations to identify the specific mold types and ensure proper treatment methods.

Overall, the board agreed to proceed with remediation but will consider further analysis and potentially moving forward with selling the property as a fiscally responsible decision.

On a motion by Commissioner Conaway, seconded by Commissioner Turner, unanimous approval was given to authorize staff to enter into a contract with Right Coast Solutions to remediate the mold at the Visitors Center.

Bicentennial Park Dockwalk Extension Project Update

Manager Barlow reviewed that on August 13, 2024, bid results were presented to the Board for the Bicentennial Park Dockwalk Extension Project. Carteret Marine submitted a bid for \$233,200. This bid was significantly over the total grant project award of \$158,350. The Town Manager was directed to work with the Project Engineer and Carteret Marine to look for ways to lower the cost of the project. On September 9th, John

Wade, Project Engineer, submitted a list of design changes resulting in a reduction to \$226,200, leaving a deficit of \$67,900. With the last grant extension set to expire in April 2025, Mr. Barlow shared that he had concerns about potential delays from re-bidding and their impact on funding.

Board members discussed the value of the project for local tourism and business, with positive input from both community and tourism advocates.

On a motion by Commissioner Turner, seconded by Commissioner Conaway, the bid was awarded for the Dockwalk Extension Project to Carteret Marine in the amount of \$226,200. Appropriating \$67,900 from fund balance for the costs not covered by the original grant award. The motion was approved unanimously.

Future Agenda Topics

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

- One-way street considerations for Walnut & Elm

Public Comment

Linda Thornley of 104 Elizabeth Way, voiced concerns about the allocation of \$68,000 for the Bicentennial Dockwalk Extension Project, emphasizing that insufficient attention had been given to a visitor center. She highlighted the importance of having a downtown visitor center as a hub for directing tourists to local attractions, restaurants, shops, and other businesses, which could have boosted the community's economy. Thornley urged the commissioners to reconsider the need for a downtown visitor center, particularly in a historic building, as a crucial component of supporting tourism and addressing the community's needs.

Fred Schachter of 148 Smallwood Road in Hubert and President of Friends of Hammocks Beach informed the board that the Hammocks Beach Park campground had officially opened, which would bring a new influx of tourism. He provided a construction update on the island bathroom repairs, stating that the drainage field was complete, tanks were awaiting delivery, and water lines were being installed, with the island expected to be operational by mid-winter. Regarding the building that was being renovated, it was estimated to have a November completion date but expressed doubts it would be finished on time. He shared plans for a February event coinciding with Black History Month to honor former members of the Black Indigenous Association and other parks, which would serve as the building's presentation.

Schachter suggested that the board consider Mr. Woodard's centrally located building downtown as a potential visitor center, noting its suitability as office space. He encouraged them to explore this option as a great addition for the town.

Junior Freeman of 714 West Corbett Avenue, recounted the history of the visitor center building, indicating it was originally intended to address parking needs and provide public bathrooms for downtown merchants. Mr. Freeman suggested the building could still serve as a visitor center with self-guided tours and tourism information. He noted that a recent flood variance might complicate redevelopment due to potential costs exceeding 50% of the building's value.

Board Comments

Board members expressed their appreciation for various public safety efforts, the quality of staff work, and the participation of the community in the meeting.

Mayor Davis suggested that the Visitor Center could be relocated at Old Town Hall, expressed his thoughts about changing the funding capabilities of the TDA, and invited all those interested in attending the September 11th ceremony at 8:30 am at the public safety building.

Closed Session

On a motion by Commissioner Eckendorf, seconded by Commissioner Turner with unanimous approval, the board entered closed session at 7:55 pm pursuant to NCGS 143-318.11 (a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the amount of compensation and other material terms of an employment contract or proposed employment contract and (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

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

Adjournment

On a motion by Commissioner Eckendorf, seconded by Commissioner Turner, the meeting adjourned at 8:09 pm.

Town of Swansboro
Board of Commissioners
September 24, 2024, Regular Meeting Minutes

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf.

Call to Order/Opening Prayer/Pledge

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

Public Comment

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

Adoption of Agenda and Consent Items

On a motion by Commissioner Conaway, seconded by Commissioner Brown, the agenda as amended to add Pickleball Court Discussion and the following consent items were approved unanimously.

- June 4, 2024, Special Meeting
- June 11, 2024, Regular Meeting Minutes
- June 11, 2024, Closed Session Minutes
- June 19, 2024, Special Meeting Minutes
- June 19, 2024, Closed Session Minutes
- June 25, 2024, Regular Meeting Minutes

Appointments/Recognitions/Presentations

Employee Recognitions

Police Chief Taylor shared that Lieutenant Ben Brim was recently promoted to Deputy Chief and Mayor Davis administered the oath of office.

Deputy Chief Brim acknowledged the support of his family, and board members took the opportunity to congratulate him on his promotion.

School Bus Safety Rules

The Police Department presented a PSA video they created which aimed at educating the public on the safety measures associated with school buses and school zones. The video was well-received, as it highlighted critical traffic laws, including the importance of stopping for school buses when their stop signs are extended.

The board expressed appreciation for the initiative, emphasizing that this PSA could help raise awareness and reduce accidents involving schoolchildren. Exploring additional safety topics for future PSAs, particularly regarding speeding in residential neighborhoods and pedestrian safety was suggested.

Public Hearing

UDO Text Amendment to § 152.179 Table of Permitted/Special Uses, § 152.180 Notes to the Table of Permitted/Special Uses, and § 152.016 Definitions of Basic Terms Planner Brehmer reviewed that after direction from the Board of Commissioners at their August 13th regular meeting, Staff was asked to propose a text amendment to limit new vape shops and similar establishments in Town.

Planner Brehmer shared that the proposed text amendment was developed after researching surrounding municipalities' codes and consulting with the City of Jacksonville planner, included revising the term "Tobacco sales (retail)" to "Hookah, Vape, Tobacco & Similar Retail Establishments" in the Table of Permitted/Special Uses and establishing a definition for the use. It designated this use as a Special Use with criteria specific to the B1 zoning district and removed it as a permitted use in the B2HDO district. Additionally, the use of "Cigar Store" was defined and added to the Table of Permitted/Special Uses, allowing it in the B2HDO district to protect the existing downtown cigar shop operating on town-leased property. The Planning Board unanimously recommended the amendment during their regular meeting on September 3, 2024.

In response to inquiries from the board Planner Brehmer clarified the following.

- A vape shop could not open in the vacant building located at 632 W. Corbett Avenue, as that location was in the B-2 zoning district and the use was not permitted in that district.
- Existing businesses could continue to operate but would face restrictions if they sustained significant damage or were vacant for 180 days, requiring compliance with the new regulations for reopening.

Town Attorney Rasberry emphasized that the ordinance must allow for some form of use to avoid legal challenges and align with zoning principles.

The public hearing was opened at 6:25 pm then closed, no comments were offered.

On a motion by Commissioner Eckendorf, seconded by Commissioner Conaway Ordinance 2024-O17 amending §152.179 Table of Permitted/Special Uses, §152.180 Notes to the Table of Permitted/Special Uses, and §152.016 Definitions of Basic Terms was unanimously approved.

Business Non-Consent

Field Use Agreements-Swansboro Soccer Association (SSA) & Swansboro Adult Soccer League (SASL)

Parks & Recreation Director Stanley reviewed that the Swansboro Soccer Association (SSA) contract for use of the fields in Municipal park to practice was up for renewal. Swansboro Adult Soccer League (SASL) has requested to use the Municipal Park fields on Sundays for games. The current agreement, which charged \$45 per week (about \$3 per hour), had expired, and a gradual fee increase to \$5 per hour for one year was proposed, with further increases planned for the future.

Commissioners debated the fairness of charging fees given Swansboro Soccer Association’s historical contributions, including clearing and maintaining the fields in the 1970s. While some expressed discomfort with the town moving away from honoring this legacy, others emphasized the financial cost of maintaining the fields and the potential revenue loss from other organizations. Concerns were also raised about field preservation, particularly with the addition of adult soccer games, prompting recommendations for a rotation plan to mitigate wear and tear. Liability issues were discussed regarding a suggestion to involve volunteers in field maintenance.

The board table the agreement until further discussions could be held with Swansboro Soccer Association’s leadership to engage volunteers to assist with field maintenance.

Nonprofit Funding Requests

Manager Barlow reviewed that the board had previously held discussions regarding nonprofit funding requests, particularly involving the organization One Place. On May 28, 2024, Ms. Kathleen Holbrook presented to the board, advocating for financial support for One Place. Following her presentation, the board deliberated on the possibility of making a financial contribution but decided to defer any decision, intending to revisit the matter at a later date.

Subsequently, during a special meeting on June 4, the board revisited the idea of contributing to One Place and also discussed the possibility of supporting the Carolina Museum of the Marine. Despite extensive conversations, no decisions were made at that time.

The board reconsidered these potential contributions with acknowledgment of One Place’s direct impact on the local community, particularly its specialized support for child sexual assault cases. The board ultimately decided to defer further consideration of nonprofit contributions until the upcoming budget planning process.

Property Easement Consideration for 204 Ashley Place

Manager Barlow reviewed that Planner Brammer received a request from Mr. Williams for an easement to serve Lot 14 in the Williamsport Subdivision.. This lot, owned by Hammocks Beach RV Park, LLC, is accessed via a 20-foot-wide strip of land between Lots 16 and 17 on Ashley Drive which was owned by the Town and connected to the nearby Wastewater Treatment Plan operated by ONWASA.

The history of the property was reviewed, noting that in 1999, the board approved an easement request for the same lot under specific terms, including a payment of \$800 plus attorney and engineering fees. However, the easement was never recorded, and subsequent transfers of the wastewater plant property to and from ONWASA left the town with no authority over the property until its return in 2016.

The board reviewed updated property valuation and the terms of a newly drafted easement. Concerns were raised about potential future utility use of the corridor, particularly in connection with ONWASA, which is exploring reactivating a utility line under the property. The board emphasized protecting ONWASA's interests while maintaining flexibility for the town.

On a motion by Commissioner Conaway, seconded by Commissioner Turner the board agreed to grant the easement under terms similar to those approved in 1999. These included a payment of \$800 and the applicant covering all associated fees at current rates. Protections were to be incorporated into the easement to address potential utility needs and minimize disruptions. The motion passed unanimously.

Monthly Financial Report as of August 31, 2024

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

The possibility of paying off the Cab Tractor and reinvesting those funds was suggested. Mrs. Johnson agreed to explore the suggestion.

Future Agenda Topics

Future agenda items were shared for visibility and comments. In addition, an opportunity was provided for the board to introduce items of interest and subsequent direction for placement on future agendas. No new items were introduced but directions were given to place certain items from the list of future items onto specified meetings.

Pickleball Court Discussion

Mayor Davis suggested to repurpose the defunct skate park into a multi-use court for pickleball and other activities, using savings from building new pickleball courts to fund

a new concrete skate park. Board members generally agreed that metal ramps should not be returned, favoring concrete for safety and comfort, though they acknowledged the additional costs of building a new skate park.

There was also discussion about creating multi-use courts to accommodate various sports, like tennis and pickleball. While some favored dedicating courts to pickleball, others preferred flexibility for future sports. The board also discussed the allocation of \$150,000 for upgrades, agreeing that pickleball courts should be prioritized but some funds should go toward the skate park.

In response to an inquiry from the board about removing the skatepark equipment, Attorney Rasberry issued a caution regarding the pending lawsuits related to the skate park. He advised the board to be very careful in making public comments or decisions about the skate park until the cases were resolved. Specifically, he noted that the Juarez case had gone to mediation, and while an agreement was reached, the case had not been officially settled. The Fabrizio case was unlikely to go to litigation, but no settlement had been filed yet. The attorney emphasized that any alterations or removal of equipment should be avoided until a final resolution was reached to preserve evidence for the cases. However, he did suggest that the board could request a letter of release from the plaintiffs, as the lawsuits were deep into the process. This would help clear up any legal hurdles before proceeding with changes to the skate park.

The board tasked Parks & Recreation Director Stanley with researching options for repurposing the skate park and tennis courts to serve multiple needs. A proposal will be presented for review before any final decisions were made.

Public Comment

Cynthia Lacorte expressed concern about the treatment of ducks in town, emphasizing that they were partially domesticated and should not be treated as wild animals. She criticized the lack of transparency in their removal and the violation of town ordinances by some residents. She shared that the ducks should not be hunted or removed without proper investigation, especially in cases where they are being run over or trapped. Ms. Lacorte called for the town commissioners to take responsibility for decisions regarding the ducks, ensuring fairness and involving the community in the process. She stressed that all actions should be responsible and respectful to both the ducks and residents.

Mayor Davis shared with Ms. Lacorte that the Police Chief had investigated the recent issue of ducks getting ran over, and that residents are permitted to rehome ducks that are on their property.

Manager's Comments

Manager Barlow had Public Work Director Bates speak on the duck population.

Mr. Bates explained that he was tasked last year with reducing the duck population, and he responsibly rehomed 157 ducks to local farms without harming them. He emphasized the rapid population growth of the ducks and cited federal regulations that allow for their removal in certain areas. However, some unauthorized individuals had been taking ducks without proper oversight. The board also reviewed local ordinances, which prohibit trapping or disturbing wildlife, but unclear language around relocating or rehoming ducks was noted. Commissioners discussed the increasing nuisance of the ducks, particularly in downtown areas, and the health concerns related to their feces. It was suggested that the population be controlled, potentially setting an upper limit of 50 ducks, as recommended by Possumwood Acres during a previous meeting. The commissioners agreed on the need for clearer policies and ordinances and decided to invite Possumwood Acres to discuss potential solutions at a future meeting.

Manager Barlow shared that the new digital sign had been installed and was undergoing testing. He also pointed out the new color scheme for the foundation was now a Swansboro Blue color.

Board Comments

Board members shared their gratitude to the staff and those who stayed for the duration, acknowledging their dedication.

Commissioner Eckendorf brought attention to Senate Bill 166 and highlighted the extensive impacts, particularly a new mandate requiring permit reviews within 15 days or a refund of the application fee. He emphasized the need for balance in addressing contentious issues, such as the ducks or pickleball courts, and stressed that small details in execution often have significant impacts. He thanked the public for their interest and expressed hope for continued collaboration to address community concerns.

Mayor Davis shared that at the recent candidate forum he praised the police department's professional handling of mental health situations and its commendable record of minimal firearm discharges. He liked the community videos and urged them to create more. Regarding the ducks, he clarified that the staff was not responsible for the actions of an individual who conducted a "duck roundup" without town involvement. Staff members handled the situation appropriately, and their efforts were commended. On the topic of pickleball courts, there were ongoing efforts to resolve the issues and emphasized the importance of finding an effective solution.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Brown, the meeting adjourned at 8:07 pm.

Town of Swansboro
Board of Commissioners
October 5, 2024, Special Meeting Minutes

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 11:00 am. Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was to discuss and/or take action on providing relief funding for recovery efforts in Western North Carolina.

The three options were presented for consideration for distributing relief funding:

- **Divide Funds Among Local Organizations:** Allocate the funds to the local organizations and these groups would then distribute the funds to their counterpart organizations or missions in the affected areas.
- **Direct Purchase and Shipment of Supplies:** Empower town staff to purchase supplies (e.g., via Amazon or Walmart.com) and ship them directly to specified addresses in the affected areas. This would require logistical coordination by town staff and consideration of items appropriate for shipping, avoiding heavy items like bottled water.
- **Send Funds to an External Coordinating Entity:** Send the funds to an external coordinating organization such as the Franklin County Sheriff's Department, which is working through the lieutenant governor's office. This option involved relying on external entities to manage and distribute the funds appropriately.

Attorney Rasberry emphasized strict reporting to ensure compliance and transparency. For the \$40,000 disaster relief allocation, he highlighted the importance of using organizations like the Rotary and Knights of Columbus to avoid legal issues with direct funding to churches, stressing the need for written agreements with detailed audit trails to meet federal and municipal regulations.

The board discussed providing a \$40,000 aid package for disaster relief efforts in Western North Carolina, allocating \$10,000 each to four local organizations. After discussing funding sources, Finance Director Johnson confirmed that the balance remaining in ARP funds was \$20,000, which included surplus or not used funds and \$15,600 that was allocated for the Visitor Center renovations. She shared that those funds could be reallocated for relief funds instead and that the scope of work for ARP fund usage could be updated/ revised.

On a motion by Commissioner Conway seconded by Commissioner Turner, allocating funds in the amount of \$40,000 split evenly between ARP funds and the unencumbered fund balance,

to provide relief funding for recovery efforts in Western North Carolina, was unanimously approved. The funds were to be distributed through groups within the Swansboro Baptist Church, Swansboro United Methodist Church, Swansboro Rotary Foundations and St. Mildred's Catholic Church, with an audit trail ensuring transparency.

John Hislop, president of the Swansboro Rotary Foundation shared that the fund distribution would be handled by purchasing essential items, such as baby products, food, water, and cleaning supplies, using streamlined processes of purchasing prepaid credit cards from First Citizen Bank. He additionally shared that a truck was leaving the next day with 16 pallets of goods, and that logistical challenges remain in transporting these supplies to affected areas.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the meeting adjourned at 11:43 am.

Town of Swansboro
Board of Commissioners
October 22, 2024, Regular Meeting Minutes

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm. Mayor Davis along with the Sea Scouts led the Pledge of Allegiance.

Public Comment

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

Adoption of Agenda and Consent Items

On a motion by Commissioner Conaway, seconded by Commissioner Brown, the agenda as amended to add First Baptist Church Grant Award and the following consent items were approved unanimously.

- July 9, 2024, Regular Meeting Minutes
- July 13, 2024, Special Meeting Minutes
- July 30, 2024, Special Meeting Minutes
- July 30, 2024, Closed Session Minutes
- Ordinance Amendment #5 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project
- Budget Ordinance Amendment #2025-3

Appointments/Recognitions/Presentations

Western North Carolina Hurricane Relief Efforts

Austin Alves delivered a presentation recounting his experiences aiding communities devastated by Hurricane Helene. He described the immense destruction, including flooded roads, displaced families, and overwhelmed emergency services, painting a vivid picture of resilience and community spirit. Mr. Austin emphasized the selflessness of volunteers, many working without formal backing, and the pride and resourcefulness of the affected residents.

He shared stories of personal encounters, including rescuing stranded individuals, facing logistical challenges like inadequate storage, and supporting efforts to provide essential supplies and winter clothing.

Mullet Festival Recognitions

Mayor Davis shared that the 70th annual Mullet Festival was a tremendous success, and on behalf of the Board expressed heartfelt appreciation to the staff and volunteers who made it all possible. From police and fire departments to public works and volunteers, everyone demonstrated exceptional dedication and professionalism in ensuring a smooth event for the thousands of attendees. The mayor highlighted their efforts in managing logistics, keeping the streets clean, and handling unexpected challenges, such as fire and parking issues. Special recognition was given to the leadership of the Parks and Recreation Department, the effective handling of emergencies, and the contributions of both young and experienced volunteers. The upbeat and energetic attitudes of everyone involved, along with memorable moments like the first mullet toss competition and impromptu dance performances, were key to the festival's success.

In addition to the event's smooth operation, the parade was a highlight, with outstanding participation from the community. The Mayor's Choice award went to Swansboro Baseball and Softball Association, praised for their energetic and well-behaved children. The Swansboro High School marching band was recognized for their stellar performance. The Best in Show award was presented to the Swansboro High School cheerleaders, with special thanks to their parents and coaches, while the Most Creative award went to the Swansboro Elementary School PTO, who were acknowledged for their creativity, and Best Mascot Award went to the Mystery Machine/Carolina Party.

Employee Recognitions & Oaths

Fire Chief Randall introduced two new fire captains to the department. Captain Brandon Barnett, who joined in March, brings extensive experience from Jacksonville and Hoover and holds an associate's degree in public administration and fire management. He was awarded the 2024 Columns and Towers Hall of Fame award. Captain Bowden, who just joined this week, has over 15 years of experience, including 10 years with the Hillsborough Fire Department and most recently as fire chief for New Hope and Orange County. Both captains are expected to make significant contributions to the department's leadership and community impact.

Police Chief Taylor introduced Jason Rodriguez, a new officer with 10 years of experience, including service in the Marine Corps and with the Military Police aboard Camp Lejeune. Mayor Davis administered the oath of office.

Coastal Carolina Veterans Memorial Garden Update

Mary Pat Smey updated the Board on the Coastal Carolina Veterans Memorial Guard's progress in creating a memorial to honor veterans. The project, initiated in 2019 and supported by a local land donation, evolved from a granite to a glass-panel design,

featuring military branch imagery. The first phase, which includes the monument, parking, and lighting, was underway, with future plans for ceremonial spaces, educational displays, and themed gardens. Funded by a state grant and local donations, the memorial aims to provide a lasting tribute to veterans and foster community pride.

First Baptist Church Grant Award

Luke Brakefield, Lead Pastor of First Baptist Church expressed gratitude for Swansboro's unity in aiding Western North Carolina, highlighting the collaborative efforts of local organizations, civic groups, and town leadership. However, the reason for his attendance was to report that the church's annual Harvest Day offering raised \$40,000, with \$15,000 allocated to support first responders. After consulting with fire, police, and sheriff's departments, the funds were divided equally and were used to purchase automated intake valves for fire engines, duty uniforms for police officers, and drones for the sheriff's department to assist in searches. Pastor Brakefield emphasized the church's commitment to supporting those who serve the community and expressed appreciation for the opportunity to give back.

The board took a recess from 7:01 to 7:08 pm.

Public Hearing

Special Use Permit/ Brezza Lofts, Lot 8 Ward Farm Town Center

The following individuals were sworn in by Town Clerk Fender:

Planner Rebecca Brehmer, Suzanne Nelson, John Plageman and John Harmon.

Planner Brehmer reviewed that Proforma Ward Farm Lot 8, LLC had applied for a special use permit to construct Townhome dwellings on Lot 8 of the Ward Farm Town Center. The property was a 1.21-acre parcel and was zoned B-3, Traditional Business, and Townhome Dwellings were allowed in the B-3 zone with issuance of a Special Use Permit.

Additionally, Ms. Brehmer shared that the applicant had completed and received approval of the required text amendments at the Board's May 28, 2024, regular meeting to the UDO before applying for a Special Use Permit to ensure compliance with development guidelines. The Brezza Lofts Site Plan had been reviewed by the Technical Review Committee, which included staff department heads and ONWASA representatives, and the necessary changes had been made to meet zoning, building, and fire codes. The proposed townhome development included 16 units, 4 parking spaces per unit, and a private community pool, aligning with Town Ordinance Section 152.210 and the Future Land Use Map that designated Ward Farm as a Traditional Town Center. The Planning Board had unanimously recommended approval at their October 3, 2024 meeting.

The evidentiary hearing was opened at 7:18 pm.

Attorney Rasberry explained a North Carolina State Bar ethics rule regarding the unauthorized practice of law, noting that individuals representing others in judicial or local government hearings must avoid performing actions typically reserved for licensed attorneys. To ensure compliance, he confirmed with Mr. Plageman that he would appear solely as a petitioner, providing factual testimony and responding to board members' questions. Mr. Plageman agreed.

Mr. Plageman reviewed that the project aimed to provide an extension of the historic downtown area and support the development of Ward Farm as a mixed-use community. While Lot 8 was exempt from the mixed-use requirement, he reaffirmed his commitment to the vision, noting that Lot 7 will include commercial spaces on the ground floor with residential units above, as part of Phase 2.

Suzanne Nelson shared that she was a commercial real estate appraiser with Reality Services of Eastern North Carolina Inc. As indicated in her report, that there would not be a negative impact on the value for any of the abutting properties.

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

- Lot 8 consisted of a 4-unit building and a 12-unit building, which were to be constructed together, not in multiple phases.
- Future phases were planned to include 20% commercial space, with commercial units on the ground floor and residential units above. The timeline for additional phases was uncertain, but the intent was to begin after sales activity on Lot 8 commenced.
- There was no estimate provided for unit prices, as market studies and appraisals were ongoing to avoid overbuilding or underbuilding. Prices were expected to align with the cost of nearby homes and developments. Efforts were made to ensure pricing did not disrupt the market or skew affordability in the surrounding areas.

John Carman of 206 Ward Road raised concerns about the claim that the construction of the proposed townhomes would not affect the property values of nearby properties. He questioned the studies supporting this assertion and pointed out that the area is not developed like downtown, highlighting that townhomes were not currently part of the downtown landscape. Harmon requested clarification on how the determination about property values was made.

Mrs. Nelson explained that her analysis involved finding similar townhome developments and examining the sales and resale of properties to assess their impact on surrounding properties. If comparable data was unavailable, she considered how the tax

value of the area had been affected since the development. She noted that the analysis was based on data she had pulled, though it was separate from the analysis she had previously conducted.

Mr. Carman spoke again, and expressed frustration, explaining that he chose to purchase his property based on the promise of a business community being developed in front of his home, not residential townhomes. He was concerned that the construction of the townhomes would negatively impact on the property value of existing homes in the area. He also mentioned his displeasure with the idea of having townhome residents' back porches, which could be cluttered, as his new view, instead of the business community that was originally promised. While he didn't have a specific question, he was frustrated with the change in plans and the potential impact on property values.

The evidentiary hearing was closed at 7:28 pm.

In reviewing the special use permit, the Board gave due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use was to be located and made the following findings of fact concerning the request.

- (1) The special use is allowed pursuant to § [152.210](#) and meets all the required conditions and specifications, including without limitation, those set out in § [152.211](#).

After many text amendments by the applicant that were previously approved, the request will meet the standards of the Unified Development Ordinance.
Passed unanimously upon a motion made by Commissioner Eckendorf, seconded by Mayor Pro Tem Justice.

- (2) The special use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved. Site Plan was verified by engineers and went through the Town's internal Technical Review Committee to ensure it meets all fire and building code and requirements.

Passed unanimously upon a motion made by Commissioner Eckendorf, seconded by Commissioner Turner.

- (3) The special use will not substantially injure the value of adjoining or abutting property. OR the special use is a public necessity.

A sealed appraisal report was supplied by Suzanne H. Nelson, MAI.

Passed 4:1 upon a motion made by Commissioner Eckendorf, seconded by Commissioner Turner. Ayes: Eckendorf, Turner, Justice, Conaway. No: Brown

- (4) The location and character of the special use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is located. The special use shall demonstrate conformance to the Land Use Plan or other plan

in effect at the time and address impacts of the project as required by G.S. §160A-382(b).

The proposed development was two-story townhome units. The CAMA Future Land Use Plan identifies the area as Traditional Town Center, the same as the Historic Downtown. Traditional Town Center (TTC) designation was characterized by a mix of residential, commercial, and civic uses in the historic downtown central business district or TTC node. Redevelopment or new development should be compatible with and embody the desired heart of “Swansboro” character. The intent of identifying Ward Farm as a Traditional Town Center was to make it an extension of our downtown area. Going along with that point, the use was in harmony with the area in which it was located as Ward Farm development plan includes adding multifamily development on this Lot 8.

Passed 4:1 upon a motion made by Commissioner Eckendorf, seconded by Commissioner Turner. Ayes: Eckendorf, Turner, Justice, Conaway. No: Brown

Based on the foregoing Findings of Fact and Conclusions of Law, and upon the votes recorded above, the Board of Commissioners of the Town of Swansboro has determined, and rules, that the requested Special Use Permit was hereby approved.

Business Non-Consent

Advanced Life Support Enhancement Update

Fire Chief Randall reviewed that at its August 6, 2024, meeting, the Onslow County Peer Review Committee (PRC) approved the Swansboro Fire Department's enhancement to the ALS—Paramedic Level of first responder services. Per the EMS System plan, the next course of action was to develop an agreement with the County to begin these services. Chief Randall shared that the program is progressing well, with strong support from EMS providers and the community. The next major milestone is the county board of commissioners' review and potential approval of the program, scheduled for a future meeting.

To move forward, the program requires state approval to operate at an Advanced Life Support (ALS) level, either at the intermediate or paramedic level. This approval was contingent on acquiring specific equipment, with cardiac monitors being the most significant purchase. Chief Randall emphasized the importance of addressing these requirements promptly. Additionally, collaboration with Holly Ridge Fire and Rescue on a cost-share agreement to procure the needed equipment was requested. This agreement would also facilitate budget amendments once the program's agreements are adopted and executed.

On a motion by Commissioner Brown, seconded by Commissioner Eckendorf, approval for the town manager and fire chief to draft and execute a cost-share agreement with Holly Ridge Fire Rescue for an EMS plan-related purchase was unanimously approved.

Self-Contained Breathing Apparatus Sale and Acquisition

Fire Chief Randall reviewed that it had been identified that the fire department could not effectively operate with other agencies with the Self-Contained Breathing Apparatus (SCBA) that were purchased in December 2022 using ARP funds. Chief Randall cited safety concerns during fire responses and noted that transitioning to SCOTT SCBAs, commonly used in the region, would resolve this issue.

Chief Randall proposed selling its current SCBAs to Summerville Bunnlevel Fire and Rescue for \$200,000, with a five-year payment plan offsetting the lease cost of new Scott equipment through a community leasing program with Rhinehart Fire Services. This cost-neutral arrangement, with no immediate budget impact, includes using the existing SCBAs until the new ones arrive and ensuring all equipment sold meets operational standards. The transition will enhance safety, improve mutual aid compatibility, and align the department with regional partners.

On a motion by Commissioner Turner, seconded by Commissioner Brown, the board unanimously approved the following:

- Surplus the current MSA Self-Contained Breathing Apparatus.
- Town Manager and Fire Chief to execute a sales agreement with Summerville Bunnlevel Fire & Rescue Inc.
- To acquire new SCOTT Self-Contained Breathing Apparatus, through Rhinehart Fire Services in the amount of \$300,200.15.
- Seek financing with Community Leasing Partners, a division of Community First National Bank, for the amount \$260,183.15.

Proposal to Establish a Fund Balance Policy

Finance Director Johnson reviewed that the Board of Commissioners directed staff to create a Fund Balance Policy to protect against short-term revenue fluctuations and respond to unforeseen emergencies. This policy would serve as a guideline for maintaining adequate reserves, managing unforeseen events, and supporting sound fiscal management practices. Mrs. Johnson proposed maintaining a minimum fund balance of 50% of general fund expenditure, higher than the Local Government Commission's 34% threshold, to enhance financial stability and improve borrowing

terms. A comparative analysis of peer towns supported this target, though concerns were raised about its aggressiveness. Projections indicated a 54% fund balance for June 2024, but final figures await audit completion.

Commissioners debated linking the policy to potential tax rate adjustments, emphasizing the importance of returning value to taxpayers through improved services or reduced taxes. Ultimately, they agreed to table approval of the policy after the audit.

Monthly Financial Report as of September 30, 2024

Finance Director Johnson reviewed details from the monthly financial report, attached herein with the power point presentation of the meeting. No significant concerns were raised.

Future Agenda Topics

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

- Policy for Non-profit funding requests

Public Comment

Ruth White of 506 W. Shore Drive spoke on behalf of Swansboro pickleball players. She highlighted the significant growth of the sport locally, noting its increase from a handful of players in 2019 to 236 registered participants. She expressed gratitude for the town's allocation of funds to resurface courts, install six permanent pickleball courts, and create a nearby multi-use court. However, she voiced concerns about the potential reallocation of these funds to other purposes. She inquired about deadlines for spending the allocated money and whether any meetings had been scheduled to vote on the project.

Mayor Davis shared that the board's intent was to secure new pickleball courts using the allocated \$150,000 but noted that if a more cost-effective solution emerged, they would consider reallocating the funds for other uses. Commissioner Brown shared that while the pickleball project is secure, there are higher priorities for expiring funds, and he encouraged collaboration with the Recreation Department to move the process forward while ensuring accountability.

Junior Freeman of 714 W. Corbett Avenue commented that after studying the Stormwater Enterprise Fund, it appeared that efforts to manage it had become inefficient, with the cost of staff time exceeding the value of the work being done, effectively chasing pennies for dollars.

Manager's Comments

Manager Barlow shared that the Dockwalk Extension project would start soon, and the grant deadline will be met. Additionally, One Stop early voting had begun at the recreation center, and unfortunately there were parking issues and schedule trouble which resulted in cancellation of some reservations and programs. Mold remediation at the Visitors Center would begin in November.

Board Comments

All Board members expressed their happiness and appreciation to staff for the success of the Mullet Festival and the opening parade. It was also mentioned that the new information booth at the festival was a great idea.

Closed Session

On a motion by Commissioner Brown, seconded by Commissioner Eckendorf the board entered closed session at 8:42 pm pursuant to NCGS 138.143-11 (a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

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

Adjournment

On a motion by Commissioner Conaway, seconded by Mayor Pro Tem Justice, the meeting adjourned at 9:44 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Appointment of Representative to ONWASA**

Board Meeting Date: **November 26, 2024**

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

Overview: ONWASA’s Board of Directors are appointed to three-year terms by the local governments in the service area. The Board is composed of eight members whose regular meetings are held bimonthly at Jacksonville City Hall, 815 New Bridge Street, Jacksonville, NC. Mayor Davis currently serves as the Swansboro representative, with his recent election to the county, another board member will need to be appointed to fill his term through December 2027.

The ONWASA Board of Directors will be holding a special meeting on December 19, 2024, at 6 pm.

Background Attachment(s): ONWASA 2025 Board of Directors Regular Meeting Schedule

Recommended Action: Make appointment to ONWASA Board of Director’s

Action: _____



2025 ONWASA BOARD OF DIRECTORS APPROVED SCHEDULE OF REGULAR MEETINGS

All Board of Directors Regular Meetings shall be held at Jacksonville City Hall, 815 New Bridge Street Jacksonville, 6:00 PM unless otherwise advertised.

Thursday, January 16, 2025

Thursday, March 20, 2025

Thursday, May 15, 2025

Thursday, June 19, 2025

Thursday, September 18, 2025

Thursday, November 20, 2025

Approved the 19th day of September 2024.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Public Safety Pay and Classification Study Results**

Board Meeting Date: **November 26, 2024**

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

Overview: At the request of the Town Board of Commissioners, a comprehensive Pay and Classification analysis of all sworn full-time law enforcement and Fire Department positions was conducted.

A periodic review of compensation benefits for all staff is critical to ensure that compensation levels are competitive in comparison to other public safety units within our region. Often, we are competing to hire the same people. Maintaining compensation benefits that are competitive will assist in creating a staff that is experienced and satisfied with their jobs in the Town of Swansboro.

This study included analyzing a total of 20 different positions and 24 individual staff members. For comparative purposes salary data was collected from the following municipalities: Atlantic Beach, Beaufort, Emerald Isle, Jacksonville, Ocean Isle Beach, Pine Knoll Shores and South Port. For the most part, these towns have similar jobs to those in Swansboro. Minimum and maximum salary data was collected in order to determine the average range for each position. Every effort was made to move Swansboro starting salaries as close to the comparative averages with the understanding it would not be possible in most instances. Averages, particularly those of larger towns, can move considerably due to one or two higher salary figures. Overall, the newly proposed salary recommendations bring Swansboro in terms of compensation much closer to those in close proximity. The total annual cost to implement the Plan is \$135,086. If implemented in January 2025 the cost for one-half of the year would be \$67,543.

Background Attachment(s):

1. Proposed Salary Grade Range
2. Proposed Salary Study
3. Current Salary Study

Recommended Action: Approve the recommended Pay and Classification Plan revisions as presented with full implementation effective the first pay period in January 2025.

Action: _____

Proposed Salary Grade and Range							Impact to Current Budget					
Job Title	New Salary Grade	New Minimum Rate	New Maximum Rate	Comp Average Min/Max Range Average	Current Salary	Proposed Salary	Total Salary Adjustment	FICA	NC Orbit	NC Orbit	401K	401K
								7.65%	13.65%	15.04%	3%	5%
Police Chief	27	\$78,359	\$117,539	\$91,321-\$127,540	\$79,579	\$83,558	\$3,979	\$304		\$598		\$199
Fire Chief	27	\$78,359	\$117,539	\$86,798-\$132,920	\$76,826	\$80,667	\$3,841	\$294	\$524		\$115	
Deputy Police Chief	23	\$64,466	\$96,699	\$69,767-\$97,577	\$62,198	\$65,009	\$2,811	\$215		\$423		\$141
Police Lieutenant-*	22	\$61,396	\$92,095	\$73,106-101,020	\$60,756	\$65,009	\$4,253	\$325		\$640		\$213
Asst.Deputy Fire Chief Admin & Logistics	22	\$61,396	\$92,095	\$74,700-\$112,096	\$61,989	\$66,328	\$4,339	\$332	\$592		\$130	
Asst/Deputy Fire Chief EMS & Safety	22	\$61,396	\$92,095	\$74,700-\$112,096	\$62,228	\$67,206	\$4,978	\$381	\$679		\$149	
Fire Captain	20	\$55,688	\$83,532	\$64,434-\$91,360	\$51,764	\$59,529	\$7,765	\$594	\$1,060		\$233	
*	20	\$55,688	\$83,532	\$64,434-\$91,360	\$51,764	\$59,529	\$7,765	\$594	\$1,060		\$233	
	20	\$55,688	\$83,532	\$64,434-\$91,360	\$53,413	\$59,529	\$6,116	\$468	\$835		\$183	
Police Investigator	19	\$53,036	\$79,555	\$56,333-\$82,160	\$51,763	\$55,387	\$3,624	\$277		\$545		\$181
Police Sgt-*	19	\$53,036	\$79,555	\$59,340-\$83,477	\$48,256	\$53,036	\$4,780	\$366		\$719		\$239
Fire Engineer	17	\$48,105	\$72,158	\$50,262-\$76,186	\$49,829	\$50,327	\$498	\$38	\$68		\$15	
	17	\$48,105	\$72,158	\$50,262-\$76,186	\$48,162	\$50,327	\$2,165	\$166	\$296		\$65	
	17	\$48,105	\$72,158	\$50,262-\$76,186	\$48,162	\$50,327	\$2,165	\$166	\$296		\$65	
Police I	16	\$45,816	\$72,158	\$49,613-\$70,323	\$42,416	\$48,788	\$6,372	\$487		\$958		\$319
Vacant	16	\$45,816	\$72,158	\$49,613-\$70,323	\$44,537	\$48,788	\$4,251	\$325		\$639		\$213
*	16	\$45,816	\$72,158	\$49,613-\$70,323	\$42,416	\$48,788	\$6,372	\$487		\$958		\$319
*	16	\$45,816	\$72,158	\$49,613-\$70,323	\$42,416	\$48,788	\$6,372	\$487		\$958		\$319
*	16	\$45,816	\$72,158	\$49,613-\$70,323	\$42,416	\$48,788	\$6,372	\$487		\$958		\$319
*	16	\$45,816	\$72,158	\$49,613-\$70,323	\$42,416	\$48,788	\$6,372	\$487		\$958		\$319
*	16	\$45,816	\$72,158	\$49,613-\$70,323	\$44,537	\$48,788	\$4,251	\$325		\$639		\$213
Firefighter II/EMT	16	\$45,816	\$72,158	\$46,777-\$69,683	\$46,006	\$48,788	\$2,782	\$213	\$380		\$83	
	16	\$45,816	\$72,158	\$46,777-\$69,683	\$46,006	\$48,788	\$2,782	\$213	\$380		\$83	
Basic-Firefighter I	14	\$41,555	\$62,332	\$40,571-\$59,514	\$41,592	\$43,633	\$2,041	\$156	\$279		\$61	
							\$107,046	\$8,189	\$6,448	\$8,995	\$1,417	\$2,990
										\$135,086		

*Proposed salary upon completion of probation

PROPOSED SALARY GRADE AND RANGE
ARRANGED BY GRADE

Item VI - b.

Job Title	New Salary Grade	New Minimum Rate	New Maximum Rate	Comp Average
Police Chief	27	\$78,359	\$113,847	\$91,321-\$127,54
Fire Chief	27	\$78,359	\$112,763	\$86,798-\$132,920
Deputy Police Chief	23	\$64,466	\$96,699	\$69,767-\$97,577
Police Lieutenant	22	\$61,396	\$92,095	\$73,106-\$101,020
Asst./Deputy Fire Chief Admin & Logistics	22	\$61,396	\$92,095	\$74,700-\$112,096
Asst./Deputy Fire Chief EMS & Safety	22	\$61,396	\$92,095	\$74,700-\$112,096
Battalion Chief *	21	\$61,396	\$92,095	\$70,055-\$99,987
Fire Captain	20	\$55,688	\$83,532	\$64,434-\$91,360
Fire Lt/ *	19	\$53,036	\$79,555	no comp avail.
Police Investigator	19	\$53,036	\$79,555	\$56,333-\$82,160
Police Sgt.	19	\$53,036	\$79,555	\$59,340-\$83,477
Firefighter III (Paramedic)*	18	\$50,511	\$75,766	\$56,242-\$82,560
Police Corporal	18	\$50,511	\$75,766	\$56,242-\$82,560
Fire Engineer	17	\$48,105	\$72,158	\$50,262-\$76,186
Police II	17	\$48,105	\$72,158	\$54,652-\$79,341
Senior Firefighter*	17	\$48,105	\$72,158	
Police I	16	\$45,816	\$68,723	\$49,613-\$70,323
Firefighter II/EMT Basic	16	\$45,816	\$68,723	\$46,777-\$69,683
Firefighter I	14	\$41,555	\$62,332	\$40,571-\$59,514

* New Position/Not Funded

CURRENT SALARY GRADE AND RANGE
ARRANGED BY GRADE

Item VI - b.

Job Title	Salary Grade	Minimum Rate	Maximum Rate	Comp Average
Police Chief	25	\$70,523	\$113,847	\$91,321-\$127,547
Fire Chief	25	\$70,523	\$112,763	\$86,798 - \$132,920
Deputy Police Chief	21	\$57,095	\$109,209	\$69,767- \$97,577
Police Lieutenant	21	\$57,095	\$109,209	\$73,106-\$101,020
Asst./Deputy Fire Chief Admin & Logistics	21	\$57,095	\$109,209	\$74,700-\$112,096
Asst./Deputy Fire Chief EMS & Safety	21	\$57,095	\$109,209	\$74,700-\$112,096
Fire Captain	18	\$49,299	\$77,320	\$64,434-\$91,360
Police Investigator	18	\$49,299	\$77,320	\$56,333-\$82,160
Police Sgt.	18	\$49,299	\$77,320	\$59,340-\$83,477
Police Corporal	17	\$48,256	\$72,124	\$56,242-\$82,260
Fire Engineer	16	\$45,868	\$71,154	\$50,263-\$76,186
Police II	16	\$45,868	\$71,154	\$54,652-\$79,341
Police I	15	\$42,416	\$69,759	\$49,613-\$70,323
Firefighter II/EMT Basic	15	\$42,416	\$69,759	\$46,777-\$69,683
Firefighter I	13	\$38,905	\$60,003	\$40,571-\$59,514

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF OCTOBER 31, 2024)**

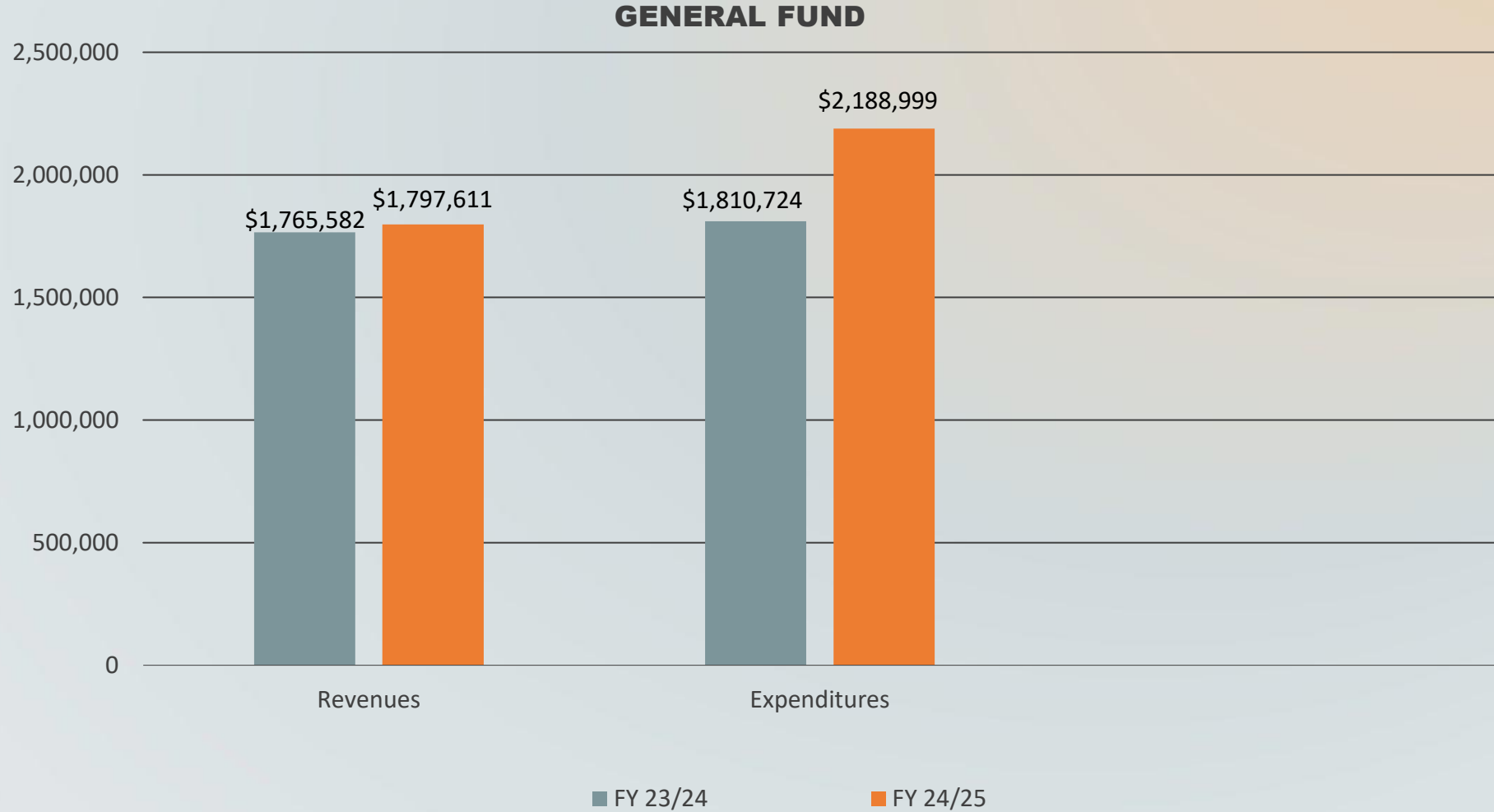
REVENUES

EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2024)**

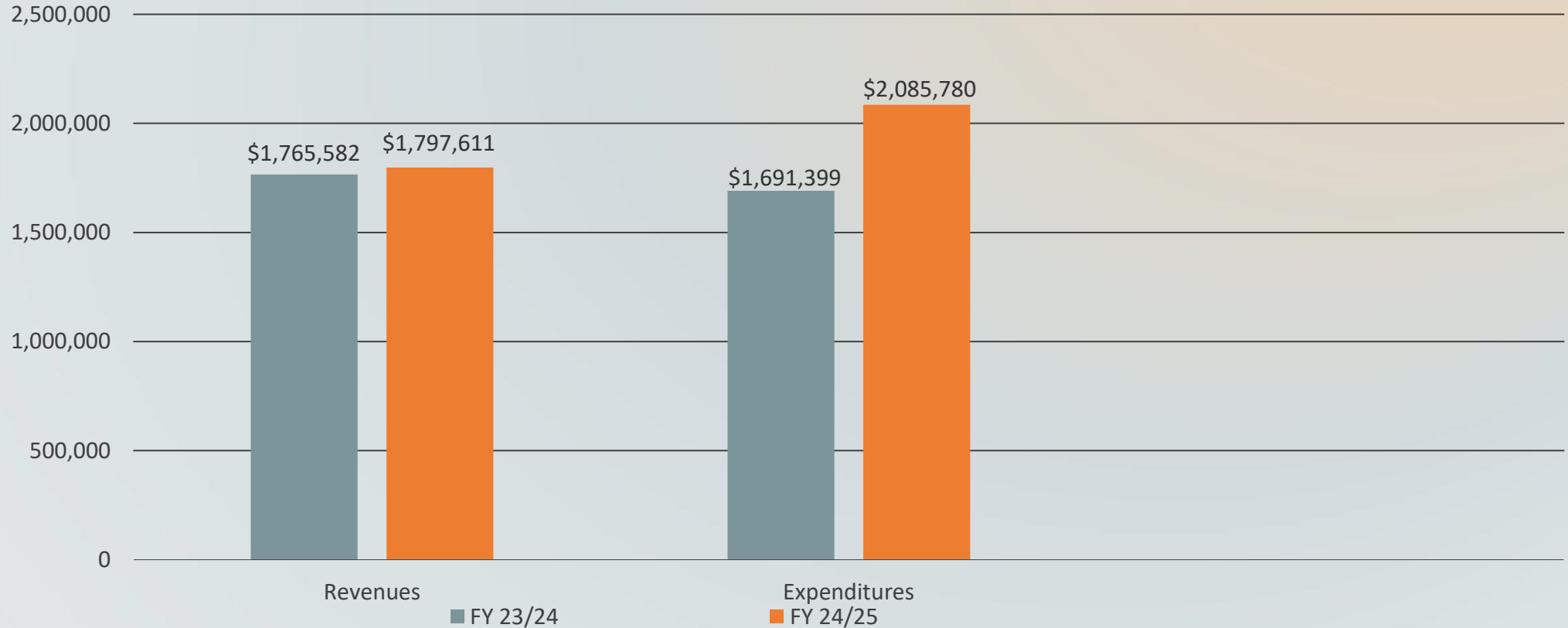


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures -\$391,388

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2024)**

(ACTUAL)

GENERAL FUND

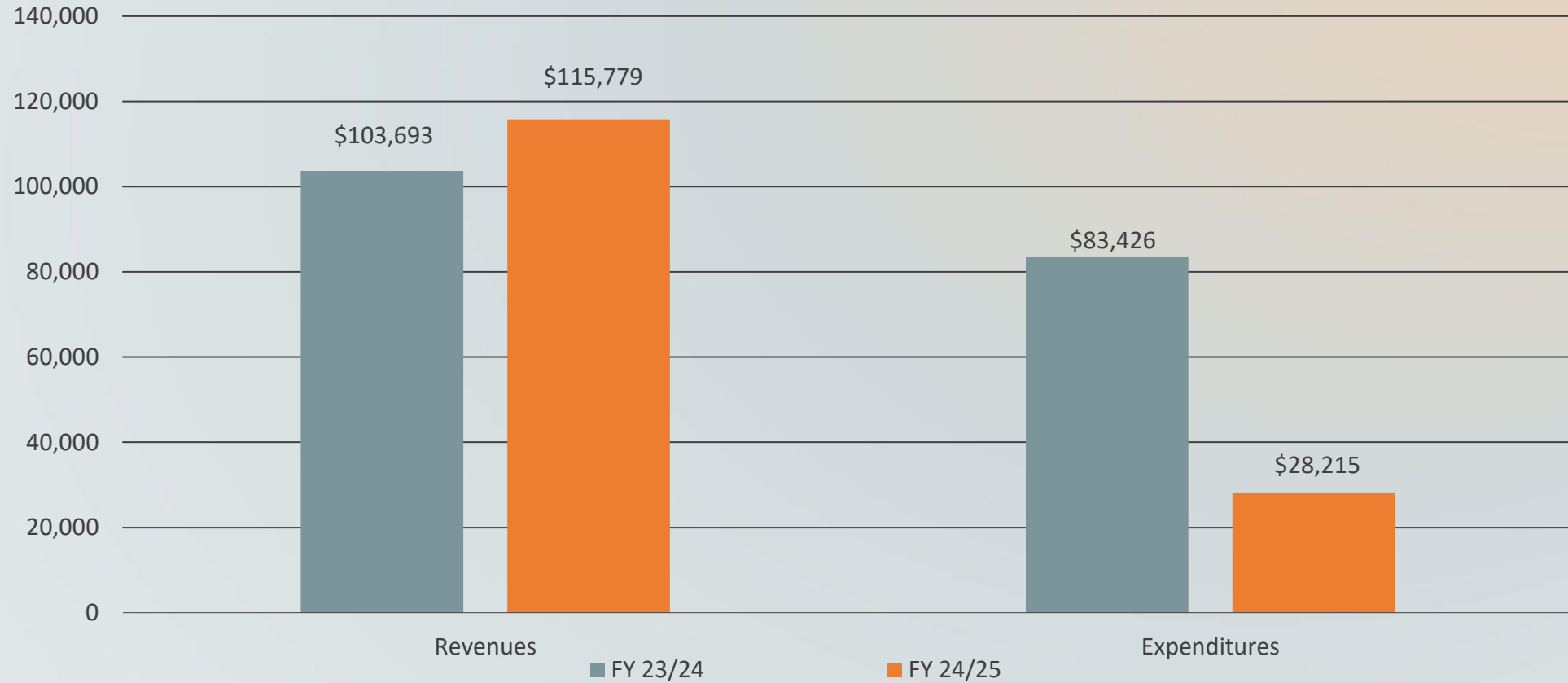


(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures -\$288,169

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % October 31, 2024
GOVERNING BODY	45,195	12,606	541	29.1%
ADMIN SERVICES	432,052	135,722	144	31.4%
FINANCE	315,178	80,011	250	25.5%
LEGAL	59,300	12,076		20.4%
PUBLIC BUILDINGS	379,723	73,607	18,579	24.3%
FIRE	2,013,046	496,092	18,628	25.6%
PERMITTING	288,270	120,571	1,450	42.3%
PLANNING	86,293	22,636		26.2%
POLICE	1,349,905	309,711	16,587	24.2%
PUBLIC WORKS-STREETS	1,498,086	226,769	30,848	17.2%
POWELL BILL-STREETS	191,791	77,754	461	40.8%
PARKS & RECREATION	486,086	96,552	9,442	21.8%
DOWNTOWN FACILITIES	130,326	25,671	860	20.4%
EMERGENCY MANAGEMENT	10,850	8,765	69	81.4%
FESTIVALS & EVENTS	134,635	55,188	4,820	44.6%
NON DEPARTMENTAL	612,764	332,048	541	54.3%
TOTAL	8,033,500	2,085,780	103,219	27.25%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2024)**

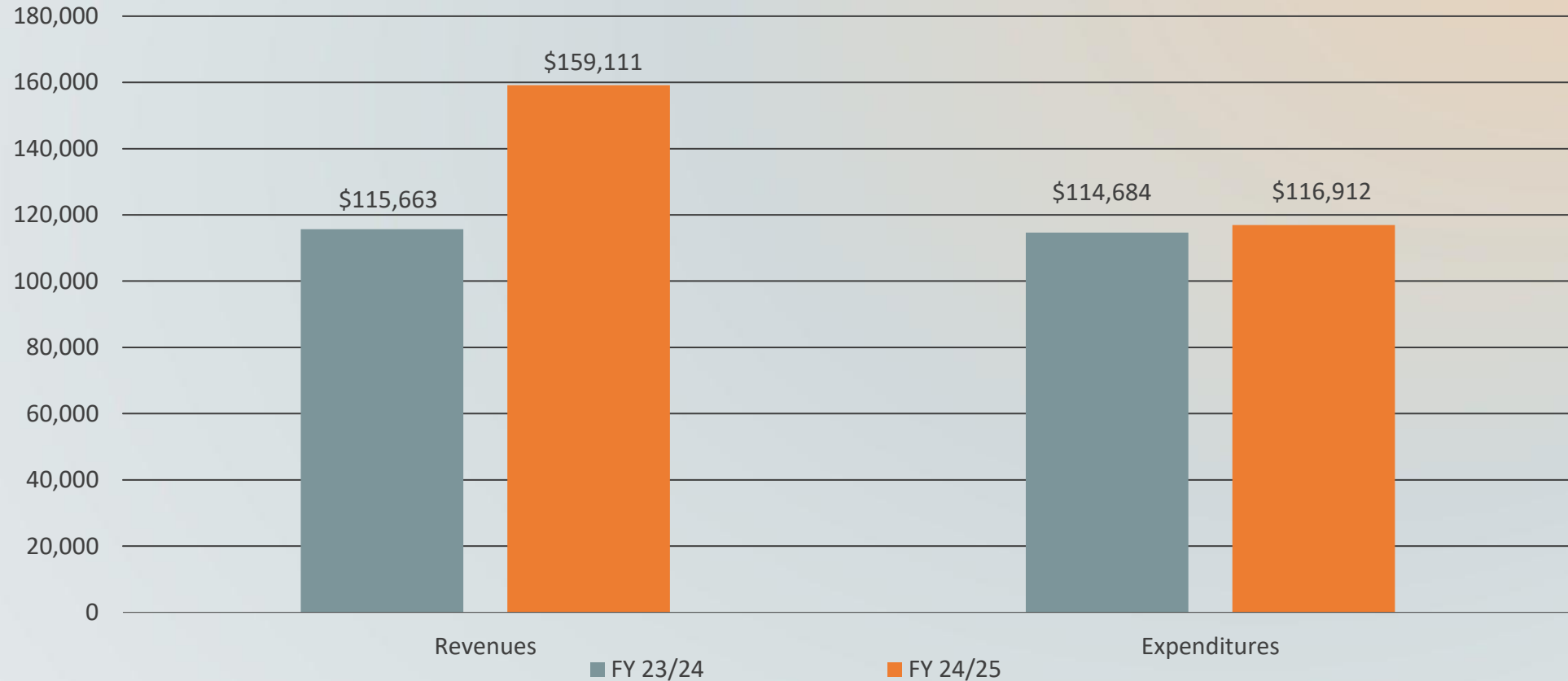
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$87,564

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2024)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$42,199

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF OCTOBER 31, 2024)**

Item VI - c.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$317,275	2.69	03/21/2028	\$84,724
Public Safety Facility	\$40,000	2.58	12/22/2024	\$42,064
Fire Truck	\$92,139	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$75,000	2.43	12/14/2026	\$28,038
Grapple Truck/Town Hall Generator	\$47,106	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$45,495	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$254,500	4.82	4/3/2029	\$58,491
Total Debt	\$871,515			\$332,123

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF OCTOBER 31, 2024)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$237,896	.05%
NC CMT-General	\$5,490,304	4.76%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,382,242	4.70%

GRANT UPDATE

Item VI - c.

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,030,155	\$8,706	\$63,738
Swansboro Bicentennial Park Boardwalk Extension	\$302,800	\$156,440	\$0	\$146,360
Emergency Operation Center	\$9,296,291	\$20,673	\$0	\$9,275,618
Emmerton School Repairs	\$424,000	\$90,723	\$0	\$333,277
Stormwater Master Plan	\$400,000	\$96,895	\$0	\$303,105
Total Outstanding Grants	\$11,525,690	\$1,394,886	\$8,706	\$10,122,098

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **November 26, 2024**

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

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

In providing this memo each month, we hope it will also provide an opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

December 10th

- * Samuel Swann Bland Community Service Award
- * Onslow County Update by Kevin Reopelle
- * Board Appointments
- * Recognition - Teacher of the Year
 - o BobbiJo Ramsey
 - o Melinda Whorley
 - o Erin Strohschein
- * Audit Presentation
- * 2025 Board Meeting Schedule Adoption
- * Bank Financing Approval for Capital Outlay

Future Agenda Items

- * Minimum Housing Code
- * High School Recognitions – *(pending response from principal)*
- * Street Acceptance of Swansgate *(developer has applied)*
- * Waterfront Access and Development Plan *(review/revision considerations)*
- * Town Code Amendment to Chapter 91: Fire Prevention
- * Community Presentations *(ongoing monthly)*
- * 2nd Amendment/Weapon Allowance at Town Hall
- * DOD Grant
- * EMS Plan *(ongoing)*
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building *(postponed by presenter)*
- * UDO/Policy Amendment on acceptance of streets, sidewalks and stormwater infrastructure
- * UDO Text Amendment related to Fences *(pending)*
- * Consideration to enable paid parking for downtown
- * Scouts' recognition *(awaiting response from troop leader)*
- * Beautification Committee *(Pending)*
- * Policy Reviews
 - o TDA
 - o Fund Balance Policy *(tabled for Audit completion)*
- * Rezone for parcel 1139 Hammocks Beach Road *(January)*

PROJECTS REPORT

Town Projects/Initiatives Update

November 2024

Submitted By: Jon Barlow, Town Manager

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

Public Safety Building Restoration/Relocation Planning Project/ Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church-SUMC)

Details from previous reports have been removed as I believe it's the Board's desire to further investigate options for the Emergency Operations Center (EOC) based on conversation from the September 27, 2021, meeting. Specifically, whether a regional facility or partnership with other neighboring jurisdictions that may have a structure that would provide a higher level of protection was possible. It has also been noted that conversation could be had with other local facilities in Swansboro that have buildings with a higher level of protection for space utilization.

The Town has an agreement in place with the SUMC should it be needed on preparatory measures. Public Safety staff and former Manger Seaberg visited the location at SUMC to verify the areas for town use, if needed, and to ensure communications would be available. The structure provides the structural integrity needed but communications during a storm while in the interior rooms would be difficult. Deputy EOC Coordinator/ Chief Degnan shared with me that arrangements for an antenna through Verizon or ATT would be needed. Board members met on December 9 to tour the SUMC site.

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

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

Ten people have been identified as the committee:

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

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

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

Town of Swansboro, NC Manager's Report

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 include removing Russ Davis and Alex Wood; adding Brenda Pugliese, Ed McHale and Jonathan McDaniels.

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

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

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

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

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

Commissioner Philpott, Conaway and the Manager met in early December with Becker Morgan to review the Board's Action Plan for the EOC/PSB. A tour of our current facilities and potential sites were also made. The contract for the feasibility study was approved on January 9, 2023. Becker Morgan met with EOC Committee January 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 continue to work with Becker Morgan on the feasibility study which we hope to present back to the committee in April.

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

Town of Swansboro, NC
Manager's Report

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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

NC DCM Resilient Coastal Communities Program (RCCP) Grant

On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management awarded their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to fund efforts in four key phases in their Coastal Communities Resiliency Program:

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

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

Dewberry, Beth Smyre hosted the first RCCP Committee meeting November 17, 2021, at Town Hall. The committee identified several areas that better planning (resilience) was needed but narrowed the list to the top priorities being stormwater mapping and generator power for schools/nursing homes. The complete list included:

- Disaster Recovery (generators for nursing homes, and schools)
- Stormwater Management/Mapping
- Climate Change
- Hurricane Response/Evacuation
- King Tide Levels

A community engagement meeting was held on Wednesday, February 23, 2022, from 4-6pm at Town Hall. A community input survey is available from the Town website, at Town Hall and the Swansboro Branch Library through March 9, 2022. The Committee met again on Monday 3/21. Beth shared that 89-online surveys were received and 6 hard copies. Flooding was the number one concern. The committee revisited the original spreadsheet and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were, Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

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

Town of Swansboro, NC Manager's Report

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

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

RCCP Project Portfolio

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

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

As directed during the May 23 regular meeting, and with assistance from Withers and Ravenel, Staff was able to meet the June 3 Phase 3 application deadline for Engineering/Design. If awarded, we could receive up to \$45,000 to design/engineer bio retention areas along Broad Street prior to entering Water Street.

RCCP Phase 3 - \$45,000 was awarded to the Town on July 13, 2022, for the design/engineering of the bioretention swells along Broad Street that will assist in the rehabilitation for Water Street. We expect the design by March 2023. Following two meetings with the Board of Commissioners

Town of Swansboro, NC Manager's Report

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

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

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

August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:

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

We will use the funds for the following projects:

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

Town of Swansboro, NC Manager's Report

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 of site visits and is already working on remediation plans.

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

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

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

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

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

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

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

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

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

Remaining Funds for Site Drainage Improvements (Option 2)

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

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

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

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

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

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

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

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

Town of Swansboro, NC
Manager's Report

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

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

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

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

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

October 11, 2024, both preconstruction meetings fell through.

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

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

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

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

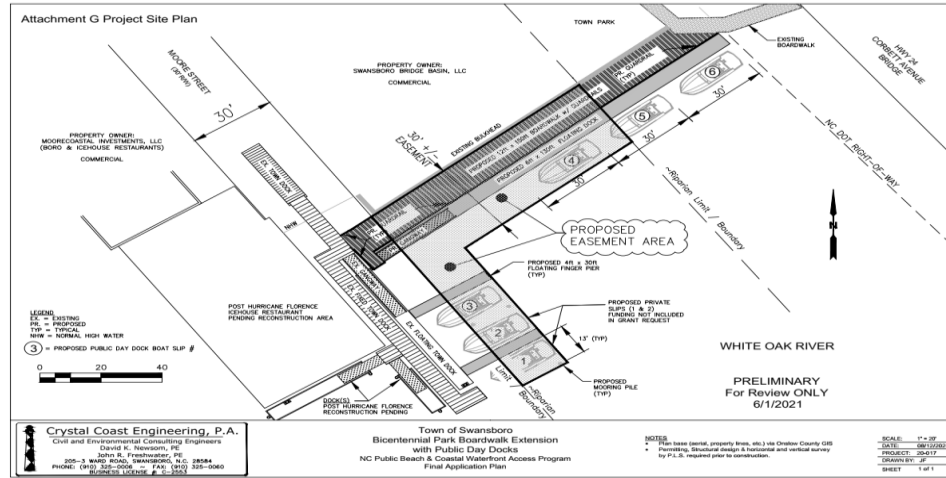
2020 NC Public Beach and Coastal Waterfront Access Grant Project

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.

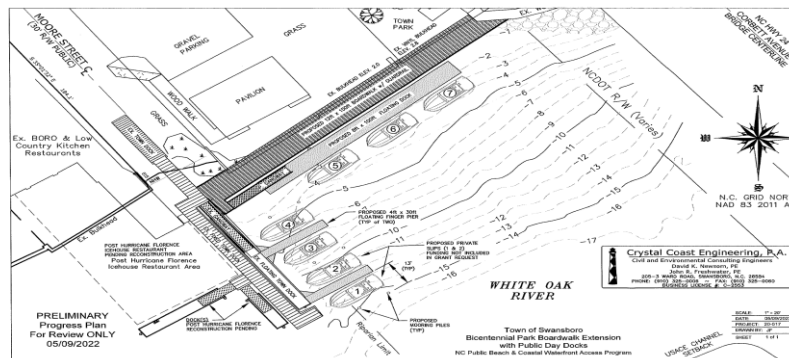
Town of Swansboro, NC Manager's Report

3. There will be four boat slips to accommodate day visitors in small boats



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

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



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

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

Town of Swansboro, NC Manager's Report

waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so it's all done at one time. We are still working with NCDOT on the required encroachment agreement and Kathy Vinson has contacted CAMA who is agreeable to allow NCDOT piggybacking on our permit and submittal of the CAMA application with an email from NCDOT with assurances that they are working on the encroachment agreement. Due to the delays with this project, we have been advised to go ahead and ask for a grant extension now because the review time is so backed up.

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

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

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

The Historic Preservation Commission heard and approved the COA for this project on February 21st. Additionally, because we must do some minor dredging prior to construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 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. The stormwater permit was submitted the second week of June.

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

August 20, 2024, Town Manager, Staff, and Kathy Vinson, met with Arendell Engineers and Carteret Marine, which included an on-site inspection of the Dock Walk site to discuss necessary adjustments to the project plans. Arendell Engineers will be revising and resubmitting the drawings, aiming to optimize costs to Carteret Marine, who will provide an updated cost estimate based on the new plans.

Town of Swansboro, NC
Manager's Report

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

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

Project revision

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

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

A TDA meeting is scheduled for October 1, 2024

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

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

Sidewalk Projects

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

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

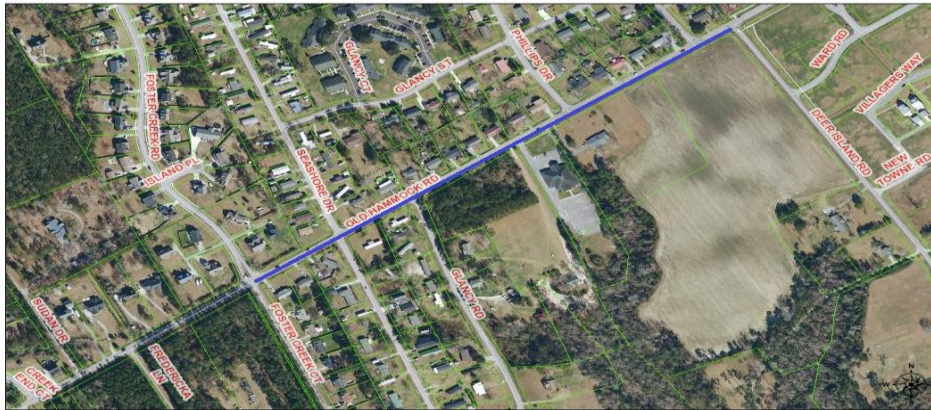
Town of Swansboro, NC Manager's Report

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

Senate Bill 105 approved November 18, 2021, included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital and Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the 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



Town of Swansboro, NC Manager's Report

Section 2 of Priority 2



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

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

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

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

Priority 3



Town of Swansboro, NC Manager's Report

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 in the last part of October. **Priority 4 completed.**

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

Sidewalk easement received from Justin Weiss/1130 Hammocks Beach Rd. Still need three others from Rawls. NCDOT has been notified. As a reminder – the funding from Priority 3 was moved to Priority 5 & 6 by NCDOT due to it taking so long to obtain the easements. Storm ditch crossing engineering cost will have to be funded by the Town and sidewalk construction will be dependent on future NCDOT funding or the Town can also provide funding.

Priority 4 - Completed



Future Priority Areas – as previously noted (Manager's Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly. NCDOT shared on 10/10/22 that funds were available to complete that portion ending north of Pelican Circle to the Piggly Wiggly driveway. The Town will work to obtain the required easement. I did inquire whether the partial south of Pelican Circle/adjacent Pineland Drive could be included but have not heard back from NCDOT to date. A second letter was sent to the Perry family on November 17 regarding the needed easement for sidewalk extension. The first letter was sent on October 24th.

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A third letter was hand delivered to Mr. Perry on December 5 and Mr. Perry indicated he was having issues getting all owners to agree. Owners include members of the Perry family, heirs to Irene Pinkston.

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

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

Priority 5

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

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

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

Priority 5 completed in September 2023



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

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. The Town obtained an engineered pedestrian crossing for this priority. Waiting to hear from NCDOT on utility conflict/pipe extension.

Priority 7

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

Priority 8

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

Priority 9

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

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

On February 6th, I had additional conversation with property owners of Priority 3. They seem interested in working with the Town now. I reached back out to NCDOT to schedule a meeting with the property owners. On 2/22/23, our Division Engineer indicated that they will create a detailed aerial of where the sidewalk/easement will be. A reminder that Priority 3 was taken off

Town of Swansboro, NC Manager's Report

the NCDOT work list, and those funds were shifted to Priority 4, 5, and 6. If the Priority 3 property owners were agreeable to provide an easement, a new estimate would have to be obtained, and the Town would be responsible to have engineer/design and pay for the stormwater crossing. NCDOT has made it clear they will not pay for that.

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

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

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

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



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

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- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,483 FT



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

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- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages
- Easements: Obtained
- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Estimated Sidewalk Length: 153 FT



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

**Town of Swansboro, NC
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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.

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.

Town of Swansboro, NC Manager's Report

Item X - a.

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.



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

Town of Swansboro, NC Manager's Report

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 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 an application to Onslow County for tourism dollars for interior renovations by March 1st.

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

LSAII/Stormwater Mapping Grant

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

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

Two rounds of RFQs were sent out, with final submittals in August. WithersRavenel was selected to complete the project in October of 2023 and the contract was executed in early December. At a December 18, 2023, kickoff meeting with staff and WithersRavenel, a public

Town of Swansboro, NC Manager's Report

outreach meeting included a survey was scheduled for mid-March. The data collection portion of the project is projected to start early June.

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

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

On June 3, 2024, data collection started.

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

Dimond maps software

- Inexpensive monthly cost.
- Provide good customer service and GIS support.
- Cloud-based, Town doesn't have to store data locally.
- Town can view/edit data. They can also make attribute updates in the field for asset and track work/maintenance. Can also add photos or documents.
- GPS integration to map new features.
- Supports multiple users and can have specific permissions for certain users.
- Less customization of viewer/map.
- No spatial analysis is available.

ESRI/ArcGIS Online Platform

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

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

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

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

Fire Grants

DCIP Grant -PSB/EOC Funding

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

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

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

1. **AFG Grant** - Regional Grant for Radio Equipment with Hubert Volunteer Fire Department
Applied March 8, 2024 (hard copy created 7.11.2024 TM Office)

2. **SAFER Grant** - (6) Firefighter - Applied April 12, 2024 (hard copies created 7.11.2024 TM Office)

3. **Big Rock Foundation** - Fire Department Boat - Pending Application Submittal (hard copies created 7.11.2024 TM Office)
Once the application is submitted to the Big Rock Foundation, Chief Randall will provide the updated application.

Department Reports for October 2024

Administrative Services

- Phone Records Report for October: 2,351 calls

Internal – 489	Town Hall – 419	Parks and Recreation – 503
Police Department – 365	Fire Department – 62	Outgoing totals – 513
- Building permits sold for October: 48 residential/commercial combined; \$9,648.02 total fees collected (includes 10 re-inspections)
- 126 Building inspections scheduled/28 Fire Inspections processed
- 204 Various receipts processed
- 1 Code Enforcement Violations
- 326 ONWASA payments processed; 3 New Services; 2 other requests
- 4 Work Orders generated for Public Works
- 12 Notarization's performed
- US Census Report Submitted - Permits
- Public Records Requests
 - Construction Monitor – Building permits issued with values September 2024
 - Carolina Permits – New homes built in September 2024
 - Pat Tantum – Building permit records for 244 River Reach Drive
 - Jimmy Williams – Sign permit for Strickland Oil
- Finalized September Departments Report
- Began planning for Christmas employee celebration
- 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.
- Attended after Mullet Festival Logistics Meeting
- Mullet Festival and Parade Planning, Organizing, and Participation
- All Admin Services personnel volunteered for Mullet Festival
- Received and handled 8 “Contact Us” request from the Website
- Received and responded to 9 emails from Jimmy Williams for information
- Issued New Releases/Constant Contact/Facebook posts for:
 - Hurricane Helene Relief Efforts
 - Mullet Parade Road Closures
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 1,757 Top 5 pages viewed in November:
 Employment Opportunities 709 | Permitting 243 | BOC Contacts 208
 Police 191 | Government 169

Department Reports for October 2024

Finance

- Sales & Use Tax received in October 2024 is \$136,947
- Accounts Payable Summary for October 2024:
 - 235 Invoices-Totaling \$460,569
 - 46 Purchase Orders Issued
- Processed payroll- 10/4/2024 & 10/18/2024
- PEV ChargePoint Station-Accumulated (MWh) for October 2024 (1.42)
- Stormwater Fees Collected-October 2024-\$41,418
- September 2024 Bank Reconciliation-Town accounts
- September 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 8.5 hours
- Assisted in Mullet Parade/Shuttle
- Processed Swansboro TDA checks
- Attended the TDA Special Meeting 10/1/2024; prepared the agenda
- Swansboro TDA – Regular Meeting was held on Thursday, October 10, 2024. The next scheduled meeting will be held on Thursday, January 9, 2025, at 2:30 pm in the Community Room.
- Gathered financial information for 10/22/2024, regular meeting
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Gathering financial information for annual audit FY 23/24-Town and Swansboro TDA
- The auditor submitted the audit report to the LGC.
- Submitted HUBSCO for quarter ending 9/30/24- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report (July 1, 2024 – September 30, 2024)

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Call Volume {Annual} <i>January 1 to October 31</i>
Swansboro Town {17A}	91	927
Swansboro County {17B}	22	194
Aid Given	28	170
Total Call Volume	141	1,291
Aid Received	1	17

Department Reports for October 2024

Overlapping Incidents {% of Volume}	34 <i>{24%}</i>	233 <i>{18.04%}</i>
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Dispatched Incident Type	Swansboro – Town {Zone 17A}	Swansboro – County {Zone 17B}
Fire	2	2
EMS & Rescue	69	20
Hazardous Materials	1	1
Service Calls	12	3
Wildland	0	0
Emergency Management {Deployments}	1	0
Other – False Alarm/Canceled	2	0
Total	93	31

Incident Response	90 th Percentile Time {Monthly}	90 th Percentile Time {Annual} <i>January 1 to October 31</i>	Benchmark	Gap {Monthly}
Call Handling Time {911 Call to Dispatch}	2:15	2:16	1:06	<i>(1:09)</i>
Turnout Time {Dispatch to Enroute}	2:12	2:19	1:20	<i>(0:52)</i>
Travel Time {Enroute to Arrival}	6:08	6:25	4:00	<i>(2:08)</i>
Total Response Time {911 Call to Arrival}	8:58	9:19	7:06	<i>(1:52)</i>

Community Risk Reduction - Inspections

Department Reports for October 2024

Inspection Type	Monthly	Annual <i>January 1 to October 31</i>
Standard Fire Inspection	16	134
New Business Inspection	4	22
Fire Suppression – Hoods	8	75
Special Event – Tents	4	6
Plan Review	3	

Training

Training Category	Monthly	Annual <i>January 1 to October 31</i>
Company Training	62	2342.5
Facilities	20	110
Fire Arson Investigator	0	200
Fire Prevention Inspector	0	30
Fire Life Safety Educator	0	1
Hazardous Materials	3	115
Officers	80	126

Department Reports for October 2024

New Driver	0	342.5
New Recruit	0	65
Existing Driver	0	53.5
Total	165	3,385.5

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Partnering with the Jacksonville Onslow Sports Commission to host the Movin' Mullet 5 K on October 5, 2024. Met with Jacksonville Onslow Sports Commission and staff to review final logistics for the race.
- Executed 70th Annual Swansboro Mullet Festival
- Held after action meeting
- Began planning for annual Christmas Flotilla
- Festival website updates-ongoing

ARP Project Updates

Splashpad Renovation

- Concrete work complete: the 5ft addition around the splashpad, seating wall, and patio area. Shade structures were installed the first week in September. The amenities will be installed once the splashpad closes for the season.

Basketball Courts

- Collecting quotes from companies for the repair and asphalt overlay. Receiving quotes for new goals, backboards, and nets.

Replacement of outdoor toilets/water fountains:

- Contacted vendors and collecting quotes

Miscellaneous

- Assisted in planning for the Veterans Day Service.
- Process special event applications for Rotary 5'O Fishing Tournament
- Executed field usage agreements with Swansboro Soccer Association and Swansboro Adult Soccer League and conducted a meeting with both groups to discuss responsibilities and usage.

Department Reports for October 2024

- Assisted with annual Halloweenie Roast
- Facilitated fall wreath class
- Began gathering information for pickleball courts, obtained contacts from other recreation departments that recently had courts built or renovated.
- Researching emergency call box information to apply for the NC
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day to day operations of the Recreation Center.
- Attend bi-weekly departmental managers' meeting
- Continue to manage staff timesheets, hours tracking, and schedules
- Continue to manage and monitor budget and funds
- Continue to manage on-going weekly and monthly reservations
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance
- Serve on the Onslow County Senior Games Committee, meetings held once a month
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-social media

October

Media Outlet	Followers	Reach	Post Engagement	Page Visits	New Followers
Facebook	18,119	46,403	8,493	10,300	160

Activity Report

October

Organization Activity					
From 10/5/2024 to 11/4/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	254	57	5	0	117
Resident	24	8	0	0	10
Non-Resident	230	47	5	0	107
No Residency Set	0	0	0	0	0
Demographics					
< 18	25	2	0	0	8
18 - 65	185	42	4	0	87
65+	44	11	1	0	22
Male	92	30	2	0	55
Female	162	25	3	0	62
Other Genders	0	0	0	0	0
Online vs In-House					
Online	39	0	0	N/A	43
In-Person	215	55	5	N/A	74

Department Reports for October 2024

Revenue

September

Slip Fee - Town Dock	\$3499
Rental Fees-Parks	\$540
Rentals Rooms	\$1965
Rec Program Fees	\$883
Gym Memberships	\$0
Dog Park Memberships	\$60
Festival Vendor Fees	\$21,210
Sponsorship-Programs & Events	\$700

PROGRAM/EVENT MANAGER MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Continued promoting Mullet Festival
- Secured food donations for Mullet Festival
- Completed Halloweenie Roast & Truck-A-Treat
- Handled several different logistical aspects of Mullet Festival including staff and volunteer schedule
- Participated in Movin' Mullet 5K
- Processed monthly reservations and damage deposits
- Planned and organized volunteers for Mullet Festival
- Created new craft class called Fall Pinecone Bouquet
- Helped organize and execute Blessing of the Fleet
- Attended Mullet Festival meeting
- Organized and planned Veteran's Day Service including securing military assistance and donations

Planned Programs

Fellowship Night- September 16th

- 7 attended

Tiny Trekkers- October 20th

Department Reports for October 2024

- 10 registered and 7 attended

Sprout Scouts- October 4th

- 10 registered and 8 attended
- 1 waitlisted

POUND! – September 28th – November 2nd

- 10 drop-ins
- 2 series

Fall Pinecone Bouquet Craft & Sip – October 3rd

- 15 registered and 13 attended

Tai Chi – October 31st – December 12th

- 10 registered
- 6 waitlisted

Mullet Festival – October 12th and 13th

- Estimated 40,000 people attended
- Over 50 participants for Mullet Toss
- Added information tent and Little Mullet activities that were both successful

Fall Wreath & Wine – October 23rd

- 15 registered and 14 attended
- 2 waitlisted

Halloweenie Roast & Truck-A-Treat – October 25th

- 320 hot dogs were served and gone by 7 PM
- 4 different costume categories for humans and 2 categories for dogs
- 17 Truck-A-Treat vehicles include police, fire, cement trucks, and personal vehicles
- Estimated 400-600 people attended
- Event sponsored by Lighthouse Realty

Permitting

Planning Board

- The Planning Board special meeting was on October 3, 2024.
 - Brezza Lofts Special Use Permit- Lot 8 Ward Farm Town Center. Lot 8 of the Ward Farm Town Center is a 1.22-acre parcel and is zoned B-3, Traditional Business. The applicant is asking to construct Townhome Dwellings which are allowed in the B-3 zone with a Special Use Permit. The Planning Board did recommend this Special Use Permit to the Board of Commissioners.

Historic Preservation Commission

Department Reports for October 2024

- The Swansboro Historic Preservation Commission regular meeting was on October 15, 2024.
 - Text Amendment to Section 14 Fences and Walls. At the September 17, 2024, Swansboro Historic Preservation meeting, the board directed staff to bring back a text amendment for Section 14 Fences and Walls found in our Historic District Design Standards to make clarifications on fence guidelines. The HPC recommended this text amendment to the Planning Board.

Routine Activities

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.

Police Department

Patrol:

- 160 Reportable Events
- 32 Wrecks
- 2 Felony Arrests
- 11 Misdemeanor Arrests
- 3 Arrests by Warrant Service
- 2 Drug Arrests
- 1 DWI Arrest
- 8 Arrests with Transport to the Onslow County Jail
- 22 Citations
- 145 Verbal/Written Warnings
- 6 Felonies Investigated (4-Fraud; 2-Narcotics)
- 29 Misdemeanors Investigated (13-Property Damage; 3-Trespassing; 2-Narcotics; 2-Larcenies; 1-Resist, Obstruct & Delay; 8-Traffic Related)
- 4 Disputes/Public Disturbances
- 19 Alarm/Open Door
- 22 Suspicious Incident/Person/Vehicle
- 2 Crisis Intervention with Mental Patient
- 3 Town Ordinance Violations
- 123 Requests by Other Agencies for Assistance
- 70 Requests by Citizens for non-Crime Related Assistance

4,393 Total Events Performed on Patrol

Department Reports for October 2024

Community Service/Training:

- 11 Vehicle Unlocks
- 2 Requests for Fingerprinting
- 15 Business Closing Standby's
- 83 Foot Patrols
- 442 Business Checks
- 61 Business Walkthrough's
- 2 Residence Checks
- 1 RU Ok? Participant
- Participated in the planning and operation of the annual Mullet Festival Event.
- Participated in the Halloweenie Roast conducted by the Swansboro Parks and Recreation Department.
- Participated in the Trunk-or-Treat event held at the Eastside Masonic Lodge.
- Provided a presence in the various neighborhoods during the trick-or-treat activities.
- Assisted with the Mullet Run 5k.
- Provided security for the Rotary Five-O Finishing Tournament.
- Provided security two events at the Rotary Civic Center.
- Chief Taylor attended the monthly Crime Stoppers meeting held in Jacksonville.
- Deputy Chief Brim attended the East Carolina Association of Law Enforcement Executives meeting held in Jacksonville.

Admin Services:

- Answered 285 phone calls during business hours.
- Assisted 151 walk in requests for assistance during business hours.
- Took 76 requests for reports during business hours.

Public Works

No report provided