# BSL SNAPSHOT

# CITY OF BOILING SPRING LAKES

QUARTERLY NEWSLETTER VOLUME 6, OCTOBER 2023

B. Cavanaugh .. Photo Credit

### **BSL SNAPSHOT**

Welcome to the sixth edition of the City of Boiling Spring Lakes quarterly newsletter aptly named BSL Snapshot!! We hope you are enjoying the quarterly department spotlights. This quarter we make our focus on the Administration Department. Admin will be broken down into two newsletters. This newsletter will focus on finance and human resources.

We welcome your feedback on this newsletter so that we can make the newsletter informative, fun, and something the citizens will want to read.

Summer is turning in fall and the dams reconstruction has started!!



The City of Boiling Spring Lakes Administration encompasses the following departments: City Manager, City Clerk, Finance, Human Resources, Executive Assistant, and Assistant to the City Manager. This month we will detail both the Finance and Human Resources Departments.

#### Finance Department

The Finance Department consists of the Finance Director, Suzanne Tungate who administers and monitors all aspects of governmental finances to ensure compliance with <u>N.C. General Statute 159</u> and Local Government Commission guidelines. The Finance Department is responsible for reporting the City's financial conditions to the Board of Commissioners ("BOC") on a monthly basis and on an annual basis to external auditors, including state and federal agencies that monitor municipal financial conditions.

Finance Department also ensures that all The departmental purchases are within budgeted guidelines and approved by the BOC. It is responsible for City's funds, managing the administering financial policies and procedures, and maintaining complete records of all financial transactions. The Finance Department is also responsible for the administration of financial services and accounting activities including the development and oversight of management of cash and budaets, investments, processing accounts payable, asset management, grant management, purchasing and contracting, inventory, revenue collections, debt management, and financial reporting.

### Finance cont.

Below is the City's ordinance creating the finance officer role:

#### Sec. 2-139. - Finance officer.

The city manager shall provide for the appointment of a finance officer, whose duties shall be to:

(1) Keep the books and accounts of the city;

(2) Receive and disburse all monies of the city as required under state law;

(3) Countersign and pre-audit all checks, drafts, contracts, purchase orders or other documents obligating city funds;

(4) Report to the board concerning the finances of the city, as it may require;

(5) Maintain all records of the bonded debt of the city and maintain sinking funds;

(6) Supervise the investment of idle funds; and

(7) Perform other duties assigned by the general statutes, the Charter or the city manager.

The City's website contains the budgets adopted each year as well as the audited financial statements for each year as well.

#### Human Resources

Susan Hartman is the only employee in the Human Resources Department. Human Resources ("HR") is charged with finding, recruiting, screening, and training job applicants. It also administers any employee benefit programs. HR oversees certain aspects of employment such as compliance with labor laws and employment standards, performance management, as well as with the of employee files organizing required documents. HR also serves as link between the government officials and the employees. It's duties include the planning, recruitment and selection process, posting job ads, evaluating the performance of employees, organizing resumes and job applications, assisting and schedulina in interviews, and ensuring background checks.

Another responsibility is payroll and benefits administration which deals with ensuring vacation and sick time are accounted for. HR also coordinates employee relations activities and programs.

The City's website includes any employment opportunities the City may have at any given time as well as the application to be completed.

# Finance and HR Cont.

For any questions regarding Finance, you may contact Suzanne Tungate, Finance Director at <u>stungate@cityofbsl.org</u>. For questions regarding Human Resources, please contact Susan Hartman, Human Resources Officer at <u>shartman@cityofbsl.org</u>.



### **New Employees**

Police Dept. – Blake Bullard Cadet Police Officer

Police Dept. – Joshua Fisher Cadet Police Officer

# **Employee Schooling**

Michael Phillippe, Code Enforcement Officer recently received the following certificates:

Certified Housing Code Official: from the North Carolina Association of Housing Code Officials June 22, 2023

Probationary Certificates in the following: from the North Carolina Code Officials Qualification Board

Electrical Inspector Level 1

Mechanical Inspector Level 1

Plumbing Inspector Level 1

Building Inspector Level 1

Fire Inspector Level 1

Susan Price, Zoning Technician recently attended the following courses:

Basic Economic Development Training

NC Emergency Management National Flood Insurance Program Summer Workshop

# Dams Reconstruction Update as of Sept. 2023

Sanford Dam: Trees cleared, loaded and hauled away from the south side of dam; asphalt removed and recycled from north and south sides of the dam; stockpiles managed; turbidity curtains installed; core drilling and building of the road connecting north and south side of dam.

North Lake Dam: Trees cleared from inside of LOD (limit of disturbance); erosion controls checked post rain event; expanding erosion controls footprint & surveying additional control points; excavating/hauling of asphalt to be recycled



# Dams Reconstruction Update cont.

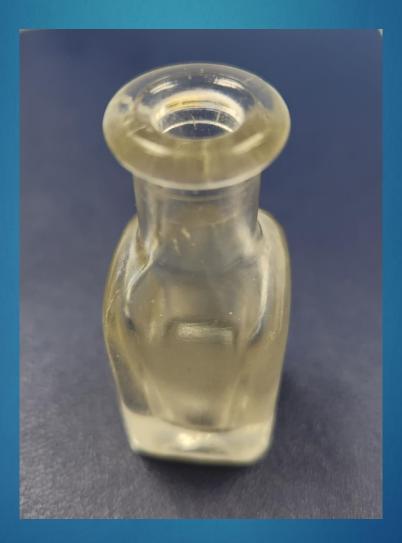
Utilities - Duke Power has finished the underground bore and utilities are now underground at the dam site. Spectrum has made their underground cable pull and has transferred service from the overhead lines to the underground lines. This allows the contractor to work in the new spillway without interference from these utilities.



# Dam Reconstruction Update Cont.

Pretty Neat Find!!

This bottle was found in the dam breach area after Tropical Storm Idalia. We figure it may have been in the original dam fill material way back when. It looks to possibly have been made between 1880 and 1910!



# Dams Reconstruction Update as of Oct. 2023

The dam reconstruction project is back on track after being delayed for several weeks. Delays were the result of time needed to review and approve the control of water plan and the excavation plan. The approvals were received and construction is continuing. Currently, the contractor is removing rip rap and topsoil from the Sanford Dam back slope in preparation for excavation. Coffer dams are being installed to protect the excavation area. The contractor is also installing a temporary access road to connect the north side of the Sanford Dam project area to the south side project area. The concrete batch plant has been delivered and is being assembled. Detours continue to impact traffic around the dam sites and detour areas. Pine Lake Dam/Drayton and Crystal/Drayton continue to experience degradation of the corners at these intersections. City staff will continue to repair and monitor while we seek a permanent solution. The project areas are dangerous. Please do not enter the project areas at any time.



# New Police Dept. Building

The ribbon cutting of the new police department building located at 3020 George II Highway took place on Friday, September 8<sup>th</sup>. The City is proud of the new building and Chief Smith said the department now has adequate space for training, for equipment, and a larger facility to provide better services to the community.



# New Police Building Cont.





The last concert of the season at Spring Lake and the 5<sup>th</sup> anniversary of Hurricane Florence really brought out crowds. Thank you to A Class Act for a great show and to the community for a wonderful time.





# Apple Crisp

Homemade Apple Crisp – Goes well with Vanilla Ice Cream on a Fall evening!

#### Ingredients:

Fresh apples

Granulated white sugar

Cinnamon

Vanilla extract

All purpose flour

Old fashioned oats

Brown sugar

Salt

Butter

#### Step 1: Preheat oven

Preheat your oven to 350 degrees Fahrenheit and grease a baking dish with butter. Grab a large bowl and combine about 5 cups of sliced apples (this comes to about 2 pounds of apples, or 4 large ones) with some granulated sugar, cinnamon, and vanilla extract.

#### Step 2: Add to baking dish

Pour that yummy goodness into your baking dish. Next make the topping by combining flour, oats, brown sugar, salt, and cinnamon. Pour in some melted butter and stir until well coated and crumbly. Sprinkle the crumb mixture evenly over the top of the apples.

#### Step 3: Bake

Now pop that dish into your waiting oven for 45-60 minutes, and get ready for heavenly smells to start floating your way! Cook until the apples are soft and tender. Once it's done baking, allow it to cool slightly then serve. It tastes amazing warm with some vanilla ice cream on top! Ordinances, Resolutions and other BOC meeting approvals for This Quarter (July, August, September):

<u>July</u>

2023-12 Ordinance Amending Section 2.84 Powers and Duties of the Community Appearance Commission

2023-13 Ordinance to Request Concurrence with NCDOT to Enact 25 MPH Speed Limit on Cougar Drive

2023-16 Resolution of Intent to Utilize the NCDPS Pre-position debris monitoring contract

<u>August</u>

2023-14 Ordinance Ordering Removal or demolition of structure located at 1064 Pinecrest Road for violation of Section 4-149

2023-15 Ordinance Amending Chapter 10 Parks and Rec Lakes Regulations Sec. 10-80, 10-82, 10-83

2023-16 Ordinance Amending Article 5, Article 9 and Appendix A of UDO – permitted uses and foundation survey

2023-17 Ordinance to Amend Chapter 4, Section 4-79 gutters, downspouts, drainage

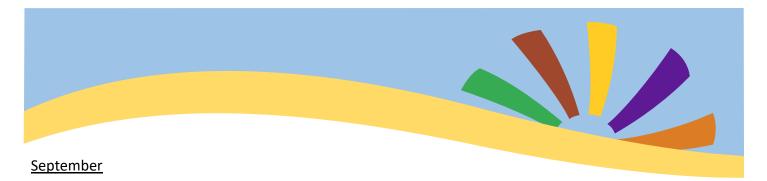
2023-17 Resolution Authorizing One Year Extension of Port-a-John Contract

2023-18 Resolution Temporarily Suspending Boiling Spring Lakes Police Department Career Development Plan

2023-19 Resolution Adopting Revised Board of Commissioners' Meeting Schedule for 2023

\*continued on next page

Upcoming BOC meetings (unless specified meetings begin at 6:30 p.m. at City Hall):November 8, 2023 (Regular)December 5, 2023 (Regular)December 14, 2023 at 6:00 p.m. (Citizens Forum)January 2, 2024 (Regular)



2023-20 Resolution Awarding On-Call Contracts for Grant Administration and Engineering to WithersRavenel

2023-21 Resolution In Support of Boiling Spring Wilderness Conservation Project

Copies of Resolutions and Ordinances can be reviewed at the below link:

https://cityofbsl.diligent.community/Portal/DocumentLibrary

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The Fall Festival will be held on Saturday, October 21 and Trunk or Treat will be held on Tuesday, October 31, both at the Community Center

#### **Children Fire Safety Tips**

1. Keep matches and lighters in a secured location out of reach of children.

2. Have a <u>home fire escape plan</u> in place for your home. Make sure all family members know the plan. Practice the escape route every month. Set up a meeting place where every member of the family knows to go should a fire start.

3. Teach your children about crawling on the ground below the smoke in order to get out of the burning house. Children should be told not to grab for their favorite toys.

Practice stop, drop, and roll in case their clothing is on fire.
Sound the home smoke alarm, so the child recognizes the sound.

6. Have working smoke alarms on every floor of the home.7. Make sure that the smoke alarm is sounding loud enough that a child will immediately wake up from the sound.

8. Add fire-escape ladders to each bedroom in the home.

The City dodged a bullet with Tropical Storm Idalia and also Tropical Storm Ophelia with little to no damage. Let's hope we have a very quiet rest of Hurricane Season!!



The guardrails were installed on Drayton Road in July and final inspection was done. The project is now complete.

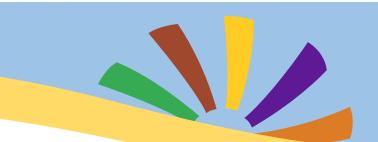
#### \*

You can serve your community by joining one of our committees seeking new members:

Parks and Recreation Advisory Board

See City Website for applications:

https://www.cityofbsl.org/boards-committees/boards -committees-volunteer-vacancies



#### **REPORT A CONCERN:**

Please use the REPORT A CONCERN LINK to report any complaints regarding abandoned/junk vehicles, overgrown grass, debris filled properties. This helps the city track complaints and the resolutions. If you would like a follow up email please fill in your email, for updates and resolutions to your specific complaint.

www.cityofbsl.org/report-concern

Visit <u>https://www.cityofbsl.org/administration/</u> <u>public-records-request</u> for records requests

#### FOCUS ON PARKS & RECREATION:

**Upcoming Events:** 

Pancake Breakfast and Santa's Workshop on Saturday, December 2 from 8:00 a.m. to Noon Pretty Woman at the Wilson Center Field Trip on Saturday, December 18 from 1:30 to 4:30 p.m. Red Cross Blood Drive on Tuesday, December 21 from 8:00 a.m. to 3:00 p.m. And Many More

https://bsl.recdesk.com

#### **UPCOMING HOLIDAY SCHEDULE:**

**December 22-26 Christmas** 

City buildings & offices will be closed on these days: November 10 Veterans Day November 23 & 24 Thanksgiving





Many items can be recycled at no charge at the county landfill and/or convenience centers. For more information visit: https://www.brunswickcountync.gov/solid-wast-and-recycling/

#### Important numbers:

811 call before you dig or online https://call811.com/811-In-Your-State/Map/State/North-Carolina

Emergency — 911 Fire Department 845-2818 Community Center 363-0018 Duke Energy Outages – 800-419-6356 Brunswick County Tax Department 253-2729 River Road/Dosher Cutoff Recycling Center 457-9484 Waste Industries 253-4177 ATMC 754-4311 South Brunswick Middle School 845-2771 Dosher Memorial Hospital 457-3800

Police Department non-emergency 363-0011 City Hall Main 363-0025 Duke Energy – Customer Service 800-452-2777 **Brunswick County Public Utilities 253-2655** Brunswick County Landfill 253-8101 Bolivia Elementary 253-6516 South Brunswick High School 845-2203 Novant Health Brunswick 721-1000

#### **UPCOMING COMMITTEE MEETINGS:**

Planning Board (6:30 pm) – October 17, November 14, December 19 Special Events (5:30 pm) – October 11, November 8, December 13 Grants Committee (4:30 pm) - Oct 12, November 9, December 14 Library Commission (10:00 am) - Oct 12, Nov 9, Dec 14 Community Appearance (6:00 pm) - Oct 9, November 13, December 11 Parks & Recreation Board (6:00 pm) – Oct 18, November 15, December 20

THE PUBLIC **IS ALWAYS** WELCOME TO ATTEND!

