

BSL SNAPSHOT

Welcome to the seventh 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 continue our focus on the Administration Department. Admin has been broken down into three newsletters. Previously, we covered Finance and Human Resources. This newsletter will focus on the Executive Assistant to the City Manager.

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

Happy New Year to All!!

Executive Assistant

The Executive Assistant to the City Manager is a varied and detailed secretarial and administrative position.

The Executive Assistant is the front desk receptionist and the first person you meet when you come into City Hall, who answers the phone and directly interacts with in-person residents and visitors to City Hall by answering questions; fielding and assigning complaints; sending faxes; making copies; taking payments, and preparing deposits for services; as well as for sewer assessments and water assessments.

The position performs a variety of administrative general support to the City Manager, Finance and other Administrative Departments, i.e., types correspondence; performs data entry of records; generates reports and other data from the entered information; verifies and edits the data as needed, and prepares spreadsheets and reports of activities for the City Manager. The position provides back-up for the Finance Director on accounts payable; special tax district sewer assessments, and researches and provides tax certification information. The Executive Assistant also assists the City Clerk with posting information on the website and social media; planning the annual Volunteer Appreciation Dinner, and other miscellaneous tasks; as well as supports the Human Resources Officer with posting available jobs on the City's website and other professional websites.

Executive Assistant

The Executive Assistant also coordinates maintenance of the City Hall building with the Public Works Department.

The Executive Assistant helps with other customer service duties and projects as well as other miscellaneous tasks as assigned.

For any questions, the Executive Assistant may be reached at: Pamela Bellina, pbellina@cityofbsl.org.



Assistant to the City Manager

The Assistant to the City Manager position performs responsible, professional and administrative work assisting the City Manager in directing and coordinating the activities and programs of municipal government functions, including supervision of assigned departments, capital projects, economic development and general administration.

This class performs professional administrative work coordinating the activities of their assigned departments, certain boards and committees, and managing grants and other special projects to ensure the orderly growth and development of the community. Duties include researching and reporting on grant opportunities, developing a work plan for the Grants Committee, researching matching funding and other requirements for the City, as well as overseeing the development of submittal packages, coordinating with government and fund agencies, and managing capital projects. The work involves considerable contact with other government officials, volunteers, contractors and the public, and requires the ability to explain project requirements to individuals, some without technical expertise. All duties are performed under the supervision of the City Manager.

This person also assists the City Manager in the conduct of city operations and their assigned departments according to the provisions of the City Charter and Code of Ordinances.

The Assistant to the City Manager researches, develops and recommends grant opportunities,

Assistant to the City Manager cont.

manages grant proposals, and functions as staff representative for the Grants Committee.

This employee researches issues, prepares reports, charts, maps, graphs and other illustrative material for presentations; presents reports and recommendations to the City Manager, Grants Committee, Planning Board, and Board of Commissioners as required, and when unavailable acts on behalf of the City Manager.

They assist the City Manager with economic development and redevelopment efforts and projects; research policy changes; and coordinate the preparation of staff reports and presentations as needed. They are also charged with coordinating and negotiating cooperative activities among government agencies, as well as private companies requiring city cooperation.

At BSL the Assistant to the City Manager oversees the Planning & Zoning, Building Inspections, and Code Enforcement Departments, and also serves as the UDO Administrator.

Any questions please contact Nicole Morgan at 910-363-0681 or nmorgan@cityofbsl.org.

New Employees

The City is pleased to announce the swearing in of two new officers who were originally hired as cadets.

Officer Blake Bullard

Officer Joshua Fisher





New Employee Cont.

Kathy McVey – Code Enforcement Officer

Michael Kostelyanets – Police Officer

Amy Segen – Senior Program Coordinator

Dams Reconstruction Update as of Jan. 2024

The dams reconstruction project is currently on schedule. The old police building has been up fitted to be used as a soil testing lab by the contractor. The BOC has approved surveillance cameras to be erected at the project site to deter trespassing. The City also continues to explore options to control the growth of vegetation in the lakebeds. Several options have been considered and found not to be practical. Staff continues to review processes and will report more in the coming months. The pictures on the following pages show the activity taking place at the dam site.

The Schnabel Test Lab in the old Police Building



Completed downstream MIP Platform Construction



MIP Drill Installing Test Panel on Platform



Principle Spillway Excavation Site Overview



Loading Excavated Spoil for Removal



Excavating the Spillway Base



Excavating MIP Test Panels For Core Samples



Added 2nd Cement Silo to Increase Plant Capacity



Mobilizing Equipment to the Upper Lake Dam



Sunset From Inside The Spillway, The Tree Tops in The Center Are On Holly Point



Other Projects

The City is in the process of creating a Sewer Steering Committee that will investigate implementing expansion of the availability of sewer service in the community. The City wants to be prepared for the inevitable growth expected in the City. The committee will consist of Commissioners Thompson and Forte from Brunswick County and Mayor Winecoff, and Commissioners Sherwood and Mammay from BSL, along with City Manager Hargrove. The meetings will be scheduled in the near future.



Other Projects Cont.

Bids for the Powell Bill Street Paving project for 2024 were received and opened on December 1, 2023. The lowest bidder was Coastline Contracting, Inc. A contract with Coastline was executed in December 2023 with a potential final completion date of May 31, 2024. The highest priority roads were Nicklaus Road, Salisbury Road, Tarheel Road and Albemarle Road. If money is available, alternate roads are S. Greensboro Road, Raeford Road, Argonne Road, Fieldcrest Road, N. Laurinburg Road, Sanford Road and Pierce Road.



Cold Weather Tips

Below are some helpful tips for winterizing your home:

Inspect your heating system before the start of the winter season to make sure it is in proper working order by switching the thermostat from cool to heat.

If you have a dual zone, check to make sure both thermostats are switched over to "Heat". Be sure not to select "Emergency Heat" under normal circumstances.

Switch your ceiling fans to run clockwise at a low speed to help distribute heat in your home.

Never leave your home unheated in the winter, as this may cause pipes to freeze and burst. The US Department of Energy recommends keeping your thermostat between 65-68° F if you plan to leave your home empty during the winter.

Open the cabinet doors under the kitchen, bathroom and laundry room sinks, especially if you're not going to be running warm water for several days. Warm air from your home will enter the cabinet and help keep the plumbing warm. This is especially important if those sinks are against exterior walls.

Cold Weather Tips Cont.

Remove all garden hoses that are attached to the house, drain them and store them away. Shut off the valves and insulate the faucet with a foam faucet cover or a faucet sock. These can be purchased online or at your local hardware store.

For outdoor showers, shut off the water supply to shower and drain to prevent plumbing fixtures from cracking.

Tortellini Soup

This 5-star tortellini soup is lusciously creamy, and easy to make in under 30 minutes!!

Ingredients

- 1 small yellow onion
- 4 garlic cloves
- 2 tablespoons olive oil
- 28-ounce fire roasted crushed tomatoes
- 1 tablespoon tomato paste
- 4 cups <u>vegetable broth</u>
- 1 teaspoon **each** dried oregano and dried basil
- 1 teaspoon kosher salt, plus more to taste
- 4 cups baby spinach (or chopped standard spinach), packed
- 1 handful fresh basil leaves (about 6 to 8 large leaves)
- ½ cup heavy cream (or half and half or whole milk)*
- ½ cup grated Parmesan cheese
- 12 to 16 ounces frozen or refrigerated tortellini, any flavor

Instructions

<u>Dice the onion</u>. <u>Mince the garlic</u>.

In a large pot or Dutch oven, heat the olive oil. Add the onion and sauté for about 5 to 6 minutes until translucent. Add the garlic and sauté 30 seconds more.

Add the crushed tomatoes, tomato paste, broth, herbs and <u>kosher salt</u>. Bring to a simmer and simmer for 8 minutes.

Stir in the spinach, basil leaves, heavy cream and Parmesan cheese. Bring to simmer and add the tortellini. Cook according to the package instructions: about 2 to 3 minutes for refrigerated and 3 to 5 minutes for frozen. Taste and add additional salt as desired (we added another ½ teaspoon). Serve immediately.

Ordinances, Resolutions and other BOC meeting approvals for This Quarter (October, November, December):



<u>October</u>

None

November

2023-18 Ordinance to Amend Chapter 2-Administration, Article III-Boards, Committees and Commissions, Division 3-Community Appearance Commission

2023-22-R Resolution Authorizing Annual Longevity Bonus

2023-23-R Resolution Adopting Board of Commissioners' Meeting Schedule for 2024

2023-24-R Resolution Adopting 2024 Citizens' Forums Dates

2023-25-R Resolution Adopting 2024 Holiday Schedule

2023-26-R Resolution to Approve McGill Task Order No. 29 Pertaining to Project Entitled 2024 Street Paving Program

<u>December</u>

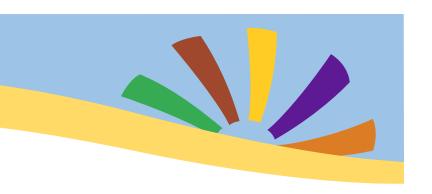
2023-19 Ordinance to Amend FY 2023-2024 Budget For the City of Boiling Spring Lakes (appropriating the Fund, Powell Bill and General Fund Balances)

*continued on next page

Upcoming BOC meetings (unless specified meetings begin at 6:30 p.m. at City Hall):

February 6, 2024 (Regular)
March 14, 2024 at 6:00 p.m. (Citizens Forum)

March 5, 2024 (Regular) April 2, 2024 (Regular)



* continued

2023-27-R Resolution to Award Construction Bid for the Calendar Year 2024 Street Paving Program
2023-28-R Resolution Authorizing The Purchase of Four Parcels of Land Located on West Boiling Spring Road
Copies of Resolutions and Ordinances can be reviewed at the below link:

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



Founders Day will be held on Saturday, April 6, 2024 from 10:00 a.m. to 5:00 p.m. at the Community Center

Winter Safety Tips

- Remember the 4 "P's" during cold temperatures: People, Pets, Pipes and Plants!
- 2. Wear a hat, hood or scarf as most heat is lost through the head.
- 3. Wear layers as they provide better insulation and warmth.
- 4. Keep fingertips, earlobes and noses covered if you go outside.
- 5. Keep clothing dry; if a layer becomes wet remove it.
- 6. Seek shelter to stay dry.
- 7. Plan ahead and be aware.
- 8. Listen to the weather forecast.
- Watch for signs of hypothermia and frostbite. Watch for shivering, confusion, and loss of muscle control. With frostbite the skin will appear white and waxy and hard to the touch. Both conditions require immediate medical attention.

Sadly, in November we lost two beloved citizens who were very involved In serving the City as volunteers. Proclamations were read at the December 5, 2023 BOC meeting honoring Ann Hollingsworth and Jerry Wolf for their dedication to the City of Boiling Spring Lakes. Both of those Proclamations hang in the Community Center.



Congratulations to our new commissioner, Justin Lovin, and to Mayor Winecoff and Commissioner Hall who were all sworn in on December 5, 2023.



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

Board of Adjustment

Community Appearance Commission

Grants Committee

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 https://www.cityofbsl.org/administration/ public-records-request for records requests

FOCUS ON PARKS & RECREATION:

Upcoming Events for Seniors:

Blood Drive 2/27

Axe Throwing at Throw Baxe 1/11

Trip to US Army Airborne Museum 1/18

Seaglass Market Trip 1/20

Thrifty Thursday Trip 1/25

Fort Fisher Aquarium 2/1

Spa Day at BCC 2/6

Bowling at Ten Pin Alley 2/15

Seaglass Market Trip 2/17

Cameron Art Museum 2/22

Spa Day at BCC 3/5

Wilmington Wine and Design Trip 3/12

Fortune Feimster Comedy at Wilson Center 3/15

Seaglass Market Trip 3/16

https://bsl.recdesk.com

Sign on and create your family account today!

UPCOMING HOLIDAY SCHEDULE:

City Buildings & Offices will be closed on these days:

Monday, January 15 for MLK Day; Monday, February 19 for Presidents' Day; Friday, March 29 for Good Friday





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 Police Department non-emergency 363-0011

Fire Department 845-2818 City Hall Main 363-0025

Community Center 363-0018 Duke Energy – Customer Service 800-452-2777

Brunswick County Public Utilities 253-2655 Duke Energy Outages – 800-419-6356

Brunswick County Landfill 253-8101 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

Bolivia Elementary 253-6516

South Brunswick High School 845-2203

Novant Health Brunswick 721-1000

UPCOMING COMMITTEE MEETINGS:

Planning Board (6:30 pm) – January 16; February 13; March 12

Special Events (5:30 pm) – January 10; February 14; March 13

Grants Committee (4:30 pm) - January 18; February 8; March 14

Library Commission (10:00 am) – January 11; February 8; March 14

Community Appearance - To be Announced

Parks & Recreation Board (6:00 pm) – January 17; February 21; March 20



