



Board of Commissioners Agenda

Town of Swansboro

Tuesday, February 11, 2025

Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Pat Turner, 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. November 12, 2024, Regular Meeting Minutes
- b. November 12, 2024, Closed Session Minutes
- c. November 26, 2024, Regular Meeting Minutes
- d. November 26, 2024, Closed Session Minutes
- e. December 9, 2024, Speical Joint Meeting with TDA
- f. Budget Ordinance Amendment #2025-6
- g. Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$220.23.

Vehicle Tax:

Gordon, Carole Ann	\$16.76	Tag Surrender
Isenhart, Emily Marie	\$17.97	Tag Surrender
Byrd, Fred Raymond Jr.	\$185.50	Duplication

IV. Appointments/Recognitions/Presentations

- a. **Oath of Office for Mayor William Justice**
- b. **Oath of Office for Mayor Pro Tem Jeffrey Conaway**
- c. **Police Department Employee Introduction & Oaths**
Presenters: Dwayne Taylor - Police Chief and Mayor William Justice

V. Public Hearing

a. **UDO Text Amendment to § 152.016 Definition of Basic Terms and § 152.267 Computation of Sign Area**

Presenter: Rebecca Brehmer, CFM, CZO – Town Planner

After the discovery of a discrepancy in UDO Sections 152.016 Definitions of Basic Terms for the definition “Sign, Area Of” and 152.267 Computation of Sign Area (C) when it comes to calculating the square footage allowed on a sign, a text amendment to these sections is proposed for consistency.

Recommended Action:

1. Hold a public hearing

2. Motion to approve Ordinance 2025-03 amending § 152.016 Definition of Basic Terms and § 152.267 Computation of Sign Area.

VI. Business Non-Consent

a. **Street Acceptance Procedures and Update**

Presenter: Rebecca Brehmer, CFM, CZO – Town Planner

After directions from the Board to give both an update on upcoming street acceptance requests as well as procedures currently in place by ordinance and policies for this process, the purpose of this memo is for clarification and discussion purposes.

Recommended Action: Receive update.

b. **Discussion of Filling a Vacancy on the Board of Commissioners**

Presenters: Jon Barlow – Town Manager and Francis Rasberry – Town Attorney

On January 28, 2025, William Justice was appointed as mayor to serve until the next municipal election in November 2025, leaving his previous commissioner seat vacant with nearly three years remaining. Conflicting rules in the Town Charter and North Carolina General Statutes create uncertainty about whether the appointed replacement will serve the full remaining term or only until the next election, requiring the Board to decide which law to follow.

Recommended Action: Due to the inconsistencies between the Town Charter and the NCGS a determination of the preferred method to fill the unexpired term of Mr. Justice is necessary.

c. **Future Agenda Topics**

Presenter: Alissa Fender – Town Clerk

Future agenda items are shared for visibility and comment. In addition, an opportunity is provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

Recommended Action: Discuss and provide any guidance

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

X. Board Comments

XI. Closed Session

XII. Adjournment