



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, January 09, 2024

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### Board Members

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

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#### 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. July 10, 2023 Regular Meeting Minutes
- b. July 10, 2023, Closed Session Minutes
- c. July 24, 2023, Regular Meeting Minutes
- d. July 24, 2023, Closed Session Minutes
- e. FY 2024-2025 Budget Schedule Adoption

#### IV. Appointments/Recognitions/Presentations

- a. **Introduction of Interim Manager - Jonathan Barlow**  
*Presenter: Mayor John Davis*
- b. **Fire Department Recognitions**  
*Presenter: Jacob Randall - Fire Chief*
- c. **Board Appointments**  
*Presenter: Aliette Cuadro - Deputy Clerk*

Due to expiration of terms or resignations, there are several board appointments needed. A list of expirations is provided below as well as those members who seek re-appointment and a Talent Bank Sheet with those citizens with an interest in serving. At its December 15, 2023, special meeting, the board tabled appointments to the first meeting in January to allow for more time to consider applicants and for the applicants to be notified that their attendance at the meeting was desired. Those interested in appointment or reappointment were notified via email of the board's desire for their attendance at the meeting.

*Recommended Action:*

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

## **V. Public Hearing**

## **VI. Business Non-Consent**

### **a. LASII Stormwater Master Plan Grant Update**

***Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO***

The Town of Swansboro was awarded a \$400,000 grant as part of the Local Assistance for Stormwater Infrastructure Investments (LASII) grant from the American Rescue Plan Act (ARPA). The goal of the Stormwater Master Plan is to collect data and update the database of the Town's stormwater infrastructure for future updates and maintenance. WithersRavenal was selected to complete the project in October of 2023. At the December 18, 2023, kickoff meeting with staff and WithersRavenal, a public outreach meeting was recommended. It was decided this standalone meeting will be held in February to gather both input and to educate the community of the details of the project. Through monthly progress meetings scheduled with Staff and WithersRavenal, further details of the meeting and project timeline will be available soon.

*Recommended Action: Receive update.*

### **b. Application for Assistance to Firefighters Grant (AFG)**

***Presenter: Jacob Randall – Fire Chief***

The need to communicate with other agencies is detrimental to the success and safety of Emergency Services. As we strengthen working relationships with surrounding agencies, we have identified a deficiency in our current capabilities. The Federal Emergency Management Agency (FEMA) provides grant opportunities for enhancing homeland security, preparedness, safety, and community resiliency. One of those grant opportunities is the Assistance to Firefighters Grant (AFG).

*Recommended Action:*

1. *Approve the Fire Department to seek regional grant funding for essential communications equipment through the FY 2023 Assistance to Firefighters Grant (AFG) as the "host" agency partnering with the Hubert Volunteer Fire Department, estimating \$822,800 but not to exceed \$900,000.*
2. *Allow the town manager and fire chief to draft a cost-share agreement preparing for any award notifications or the potential for future financial opportunities to maximize cost efficiency between agencies.*

c. **Application for Staffing for Adequate Fire and Emergency Response (SAFER) Grant**  
**Presenter: Jacob Randall – Fire Chief**

Through evaluation, risk analysis, and strategic planning, the Town of Swansboro Fire Department identified the need to increase the staffing level and medical services capabilities better to protect the livelihood of our citizens and guests. The Federal Emergency Management Agency (FEMA) provides grant opportunities for Staffing Adequate Fire and Emergency Services (SAFER) to hire personnel and enhance the level of Emergency Services offered by the Town of Swansboro.

*Recommended Action:*

1. Approve the Fire Department to seek funding for hiring twelve (12) personnel through the FY 2023 Staffing for Adequate Fire and Emergency Services (SAFER) grant for an application minimum of \$2,693,516.12 but not to exceed a maximum request of \$2,850,000.00.
2. Allow the Fire and Police Chief to compile options for a public-specific pay scale to promote recruitment and retention and reduce employee classification compression.

d. **Future Agenda Topics**  
**Presenter: Aliette Cuadro –Deputy 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**

- a. *Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.*

**XII. Adjournment**