



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, April 22, 2025

### Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Pat Turner, Commissioner  
Douglas Eckendorf, Commissioner | Joseph Brown, Commissioner | Tamara Pieratti, 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. February 7, 2025, Special Meeting Minutes

b. February 11, 2025, Regular Meeting Minutes

c. Tax Refund Request

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$423.93

#### Vehicle Tax

|   |          |                 |
|---|----------|-----------------|
| Atlantic On Site Services LLC           | \$15.89  | Sold/Traded     |
| Buchanan, Joseph Paul                   | \$143.01 | Tag Surrender   |
| Keller, Melissa Brianna & Aaron Michael | \$47.43  | Over Assessment |
| Beaudet, Annalei, Marie K               | \$92.65  | Tag Surrender   |
| Jacobson, Bryon Ray Jr.                 | \$124.95 | Military        |

d. Budget Ordinance Amendment #2025-10

### IV. Appointments/Recognitions/Presentations

a. **Recognition of Isabella Smith - Military Child of the Year**

***Presenter: Mayor William Justice***

b. **Administrative Professionals Week**

*Presenter: Mayor William Justice*

c. **Municipal Clerks Week**

*Presenter: Mayor William Justice*

**V. Public Hearing - None**

**VI. Business Non-Consent**

a. **Food Truck Ordinance Review**

*Presenter: Rebecca Brehmer, CFM, CZO - Town Planner*

After discussion and direction from the board at their April 8, 2025, regular meeting, staff was directed to bring back an overview on the current food truck ordinances and procedures.

*Recommended Action: Discuss and provide further guidance.*

b. **Monthly Financial Report as of March 31, 2025**

*Presenter: Sonia Johnson - Finance Director*

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**

- a. Projects Brief
- b. Monthly Department Reports

**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; and (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.*

**XII. Adjournment**