



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, December 10, 2024

### Board Members

William Justice, Mayor Pro Tem | Pat Turner, 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. Resolution – Supporting Major Capers Medal of Honor
- b. Resolution – Bank Financing of Vehicles/Equipment

#### IV. Appointments/Recognitions/Presentations

##### a. Presentation to Mayor Pro Tem Bill Justice

##### b. Samuel Swann Bland Community Service Award

***Presenter: Mayor Pro Tem Bill Justice and distinguished guest John Davis***

The Samuel Swann Bland Community Service Award was created to honor the diligence, hard work, leadership, and dedication that characterized the contributions of Sam Bland to the public and the Swansboro Community. The award is made annually to a public employee, civic leader, or community volunteer that has demonstrated the qualities of outstanding dedication to the improvement of community services that were exhibited in the career and contributions of Samuel Swann Bland.

##### c. Recognition - Teacher of the Year

***Presenter: Mayor Pro Tem Bill Justice and distinguished guest John Davis***

- ❖ BobbiJo Ramsey – Sandridge Elementary School
- ❖ Melinda Whorley – Swansboro Elementary School
- ❖ Erin Strohschein – Swansboro High School
- ❖ Kelsey Gursslin – Queens Creek Elementary School

##### d. Onslow County Update

***Presenter: Janelle Gollway – Onslow County Assistant Manager***

##### e. FY 23/24 Audit Report

***Presenter: Gregory T. Redman, CPA***

##### f. GFOA Award

***Presenter: Jon Barlow – Town Manager***

g. **Board Appointments**

**Presenter: Alissa Fender, MMC – Town Clerk**

Due to expiration of terms or resignations, board appointments are needed for the Planning Board, Tourism Development Authority, and the Parks Board.

*Recommended Action:*

1. Consider appointments to the Planning Board
2. Consider appointments to the TDA
3. Consider appointments to the Parks Board

h. **East Carolina Council Appointment**

**Presenter: Alissa Fender, MMC – Town Clerk**

Annually, a Board member is selected to serve as a local jurisdiction representative on the East Carolina Council (ECC) General Membership Board.

*Recommended Action: Select a board member for appointment to the ECC General Membership Board for 2024.*

V. **Public Hearing – none**

VI. **Business Non-Consent**

a. **2025 Board of Commissioners Meeting Schedule**

**Presenter: Alissa Fender, MMC – Town Clerk**

NCGS 160A-71 provides that the Board establishes a time and place for its regular meetings. The 2025 meeting schedule has been prepared based on the Town's Administrative Policy 1F which states that the Board of Commissioners meeting dates fall on the 2nd and 4th Tuesday of each month. Once adopted, the meeting schedule will be posted on the bulletin board outside the Administrative Offices at Town Hall and on the Town website.

*Recommended Action: Motion to adopt the 2025 Regular Meeting Schedule.*

b. **Allocation of Remaining Funds-Grant Project for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds**

**Presenter: Sonia Johnson – Finance Director**

Per the US Treasury's Final Rule, the period of performance states that all ARP/CSLFRF monies must be obligated by December 31, 2024 and expended by December 31, 2026.

*Recommended Action: Motion to approve authorization for the Town Manager to allocate the remaining \$10,000 in funds according to the outlined priorities.*

c. **Future Agenda Topics**

**Presenter: Alissa Fender, MMC – 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**