



# Board of Commissioners Agenda

Town of Swansboro

Tuesday, September 10, 2024

Revised 9/10/2024

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## Board Members

John Davis, Mayor | 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. May 23, 2024 Special Meeting Minutes
- b. May 23, 2024, Closed Session Minutes
- c. May 28, 2024, Regular Meeting Minutes
- d. May 28, 2024, Closed Session Minutes
- e. Budget Ordinance Amendment #2025-2

### IV. Appointments/Recognitions/Presentations

- a. **Onslow United Transit System Presentation (OUTS) Update**  
*Presenter: Danny Ferucci – Executive Director of OUTS*
- b. **Board Appointments**  
*Presenter: Alissa Fender – Town Clerk*

Due to a resignation, there is now a vacancy for an ALT seat on the Historic Preservation Commission.

*Recommended Action: Consider appointment to the Historic Preservation Commission.*

**V. Public Hearing - none**

**VI. Business Non-Consent**

a. **EOC/PSB Site Selection Committee Update**  
*Presenter: Keith Walsh – Committee Chair*

b. **Swansboro TDA Overview**  
*Presenter: Sonia Johnson – Finance Director*

The Board of Commissioners requested to have a discussion on the Swansboro TDA policies and procedures and enabling Session Law. It is expected that the Chair and Vice Chair will be in attendance to discuss the matters with the Board.

*Recommended Action: Review and discuss.*

c. **CPSE – Community Risk Assessment-Standards of Cover Adoption**  
*Presenter: Jacob Randall – Fire Chief*

The Town of Swansboro Fire Department was 1 of 10 agencies selected to participate in the Center for Public Safety Excellence’s Beta Testing for the Community Risk Assessment (CRA) / Standards of Cover (SOC) Certificate Program. The CRA/SOC is a significant component of completing the Agency Accreditation process.

*Recommended Action: Adopt Resolution 2024- R9 approving, accepting, and adopting the Community Risk Assessment-Standards of Cover document and performance metrics for the Swansboro Fire Department.*

d. **Visitor Center Repair and Maintenance**  
*Presenter: Jon Barlow – Town Manager*

The Visitors Center located at 203 Church Street had evidence of mold growing on the walls, ceiling, cabinets and outlets fixtures. This condition has necessitated the need to close the building until the problem can be remediated.

*Recommended Action: Authorize staff to enter into a contract with Right Coast Solutions to remediate the mold at the Visitors Center.*

e. **Bicentennial Park Dockwalk Extension Project Update – Added 9/10/2024**  
*Presenter: Jon Barlow – Town Manager*

On August 13, 2024, bid results were presented to the Town of Swansboro Board of Commissioners for the Bicentennial Park Dockwalk Extension Project. Carteret Marine submitted a bid of \$233,200. This bid was significantly over the total grant project award of \$158,350. The Town Manager was directed to work with the Project Engineer and Carteret Marine to look for ways to lower the cost of the project.

*Recommended Action: Award the Dockwalk Extension Project contract to Carteret Marine in the amount of \$226,3000. Appropriate \$67,900 of fund balance for those costs not covered by the original grant award.*

f. **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**

- a. *Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a)(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 amount of compensation and other material terms of an employment contract or proposed employment contract and (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee;*

**XII. Adjournment**