



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, January 28, 2025

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### 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 for adoption.

#### IV. Appointments/Recognitions/Presentations

##### a. Appointment to Vacant Mayor Seat *Presenter: Jon Barlow - Town Manager*

Per the Town Code § 3.3 (C) In the event a vacancy occurs in the office of mayor or commissioner, the board shall by majority vote appoint some qualified person to fill the same for the remainder of the unexpired term.

*Recommended Action: Consider appointment to fill the unexpired mayor term through December 2025.*

#### V. Public Hearing - None

#### VI. Business Non-Consent

##### a. Fire Department - 4th Quarter and 2024 Performance Review *Presenter: Jacob Randall - Fire Chief*

The Fire Department, through the Center for Public Safety Excellence, completed the Community Risk Assessment/Standard of Cover Certification - BETA testing program. To promote accountability on our journey of continuous improvement, we are committed to remaining transparent about our agency's performance.

*Recommended Action: Receive report.*

**b. Visitor Center Repair and Maintenance**

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

The Visitors Center located at 203 Church Street has evidence of mold growing on the walls, ceiling, cabinets, HVAC and outlets fixtures. This condition was originally reported to the Board of Commissioners on September 10, 2024. This condition has necessitated the need to close the building until the problem can be remediated.

*Recommended Action: Motion to enter into a contract with Green Home Solutions to remediate the mold conditions at the Visitor Center including the replacement of the HVAC system.*

**c. Monthly Financial Report as of December 31, 2024**

***Presenter: Sonia Johnson – Finance Director***

**d. 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. Department Reports – November 2024
- c. Department Reports – December 2024

**X. Board Comments**

**XI. Closed Session**

**XII. Adjournment**