



Board of Commissioners Agenda

Town of Swansboro

Tuesday, October 22, 2024

Revised 10/22/2024

Board Members

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

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 9, 2024, Regular Meeting Minutes
- b. July 13, 2024, Special Meeting Minutes
- c. July 30, 2024, Special Meeting Minutes
- d. July 30, 2024, Closed Session Minutes
- e. Ordinance Amendment #5 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project
- f. Budget Ordinance Amendment #2025-3

IV. Appointments/Recognitions/Presentations

- a. **Western North Carolina Hurricane Relief Efforts** *(Added 10/22/2024)*
Presenter: Austin Alves

- b. **Mullet Festival Recognitions/**
Presenter: Mayor John Davis

Staff, volunteers and parade winners will be recognized.

- c. **Employee Recognitions & Oaths**
Presenters: Jacob Randall - Fire Chief
Dwayne Taylor - Police Chief

- d. **Coastal Carolina Veterans Memorial Garden Update**

V. Public Hearing

a. Special Use Permit/ Brezza Lofts, Lot 8 Ward Farm Town Center

Presenter: Rebecca Brehmer, CFM, CZO – Town Planner

Proforma Ward Farm Lot 8, LLC has applied for a special use permit to construct Townhome dwellings on Lot of the Ward Farm Town Center. The property is a 1.21-acre parcel and is zoned B-3, Traditional Business, and Townhome Dwellings are allowed in the B-3 zone with issuance of a Special Use Permit.

Recommended Action:

- 1. Hold a evidentiary hearing*
- 2. Motion to approve/deny the Special Use Permit based on Section 152.210*

VI. Business Non-Consent

a. Advanced Life Support Enhancement Update *(revised 10/22/2024)*

Presenter: Jacob Randall – Fire Chief

At its August 6, 2024, meeting, the Onslow County Peer Review Committee (PRC) approved the Swansboro Fire Department's enhancement to the ALS—Paramedic Level of first responder services. Per the EMS System plan, the next course of action was to develop an agreement with the County to begin these services.

Recommended Action:

- 1. Approval for the town manager and fire chief to draft and execute a cost-share agreement with Holly Ridge Fire Rescue for an EMS plan-related purchase.*
- 2. Once agreements are adopted, return with a prepared budget amendment for necessary equipment and supply purchases.*

b. Self-Contained Breathing Apparatus Sale and Acquisition

Presenter: Jacob Randall – Fire Chief

Through an assessment of our operational capabilities, we have identified the inability to effectively operate with other agencies with the Self-Contained Breathing Apparatus (SCBA) that was purchased in December 2022 using ARP funds.

Recommended Action:

- 1. Approval to surplus the current MSA Self-Contained Breathing Apparatus.*
- 2. Approval for the Town Manager and Fire Chief to execute a sales agreement with Summerville Bunnlevel Fire & Rescue Inc.*
- 3. Approval to acquire new SCOTT Self-Contained Breathing Apparatus, through Rhinehart Fire Services in the amount of \$300,200.15.*
- 4. Approval to seek financing with Community Leasing Partners, a division of Community First National Bank, for the amount \$260,183.15.*

c. Proposal to Establish a Fund Balance Policy

Presenters: Sonia Johnson – Finance Director and Jonathan Barlow – Town Manager

The Board of Commissioners directed staff to create a Fund Balance Policy to protect against short-term revenue fluctuations and respond to unforeseen emergencies. This policy will serve as a guideline for maintaining adequate reserves, managing unforeseen events, and supporting sound fiscal management practices.

Recommended Action: Motion to approve the Fund Balance Policy as written.

d. **Monthly Financial Report as of September 30, 2024**

Presenter: Sonia Johnson – Finance Director

e. **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

X. Board Comments

XI. Closed Session

- a. *Motion to enter closed session pursuant to NCGS 138.143-11 (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 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