



Board of Commissioners Special Meeting Agenda

Town of Swansboro

Friday, December 15, 2023

Board Members

John Davis, Mayor | William Justice, Mayor Pro Tem | Larry Philpott, 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

The Town Clerk respectfully submits to the Board, the Special Meeting Agenda for approval.

IV. Appointments/Recognitions/Presentations

a. Board Appointments – Historic Preservation Commission and TDA

Presenter: Alissa Fender – Town Clerk

Due to expiration of terms or resignations, there are several board appointments needed. A list of expirations is provided below as well as those members who seek re-appointment and a Talent Bank Sheet with those citizens with an interest in serving.

Recommended Action:

- 1. Consider appointments to the Historic Preservation Commission*
- 2. Consider appointments to the TDA*

V. Public Hearing - None

VI. Business Non-Consent

a. 2024 Board of Commissioners Meeting Schedule

Presenter: Alissa Fender – Town Clerk

NCGS 160A-71 provides that the Board establishes a time and place for its regular meetings. The 2024 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 Monday 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:

- 1. Adopt the 2024 meeting schedule*
- 2. Approve Ordinance 2023-013 amending Town Code Chapter 30.25 Regular Meetings*
- 3. Approve Amendment to Board of Commissioners Policy 1 - Monthly Meetings*

b. Employee Christmas Bonus Consideration

Presenter: Sonia Johnson – Finance Director

At its December 11, 2023, meeting, the Board directed staff to prepare some options for the Board to consider a Christmas bonus.

Recommended Action:

- 1. Review and provide further direction to staff if needed*
- 2. Approve Budget Ordinance Amendment #2024-5*

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