



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



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments – Historic Preservation Commission and TDA**

Board Meeting Date: **December 15, 2023**

Prepared By: **Alissa Fender – Town Clerk**

Overview: 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.

At its December 11, 2023, organization meeting, the board removed board appointments from the agenda and requested that appointments for the Historic Preservation Commission and TDA be considered at a future special meeting. The following appointment consideration are requested.

Historic Preservation Commission

Four (4) seats to consider for appointment/reappointment – 3 regular and 1 ALT

Jonathan McDaniel – Term expires 12/2023 has interest in re-appointment

Elanie Justice – Term expires 12/2023 has interest in re-appointment

Edward Binanay – Term expires 12/2023 does not have interest in re-appointment

(ALT) Gregg Casper – Term expires 12/2023 has interest in re-appointment

There are 4 application(s) on file.

Tourism Development Authority

Three (3) seats to consider for appointment/reappointment.

Sherrie Hancock – Term expires 12/2023 has interest in re-appointment

Scott Chadwick – Term expires 12/2023 has interest in re-appointment

Linda Thornley – Term expires 12/2023 has interest in re-appointment

There are 10 application(s) on file.

Background Attachment(s):

1. NCGS 160A-362 and NCGS 128-1.1
2. Dual Office Holding and Tourism Development Authority Membership Requirements
3. Talent Bank Sheet

Recommended Action:

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

Action: _____

§ 128-1.1. Dual-office holding allowed.

(a) Any person who holds an appointive office, place of trust or profit in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution, to hold concurrently one other appointive office, place of trust or profit, or an elective office in either State or local government.

(b) Any person who holds an elective office in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State or local government.

(c) Any person who holds an office or position in the federal postal system or is commissioned as a special officer or deputy special officer of the United States Bureau of Indian Affairs is hereby authorized to hold concurrently therewith one position in State or local government.

(c1) Where authorized by federal law, any State or local law enforcement agency may authorize its law enforcement officers to also perform the functions of an officer under 8 U.S.C. § 1357(g) if the agency has a Memorandum of Agreement or Memorandum of Understanding for that purpose with a federal agency. State and local law enforcement officers authorized under this provision are authorized to hold any office or position with the applicable federal agency required to perform the described functions.

(c2) Repealed by Session Laws 2015-201, s. 3(b), effective August 5, 2015.

(d) The term "elective office," as used herein, shall mean any office filled by election by the people when the election is conducted by a county board of elections under the supervision of the State Board of Elections. (1971, c. 697, s. 2; 1975, c. 174; 1987, c. 427, s. 10; 2006-259, s. 24(a); 2011-31, s. 13; 2014-100, s. 14.11(b); 2015-201, s. 3(b); 2015-241, s. 14.30(u); 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)

RESOLUTION 2011-R8
A RESOLUTION ESTABLISHING THE
SWANSBORO TOURISM DEVELOPMENT AUTHORITY

Section 2. Membership. The Swansboro Tourism Development Authority shall consist of six members, who shall be appointed by the Swansboro Board of Commissioners for a term of two years each that shall coincide with the calendar year; provided, however, that the initial appointments to the authority shall be for a term of 28 months, beginning September 1, 2011. The members shall serve at the pleasure of the Board of Commissioners, and any vacancies on the authority shall be filled by appointment of the Board of Commissioners. At least half of the members of the authority shall be persons who are active in the promotion of travel and tourism in the town, and at least one third of the members shall be persons who are affiliated with businesses that collect the room occupancy tax. Individual members may, if qualified, serve in- and fulfill the representation requirements for more than one category, and the Town officials shall be regarded as being active in the promotion of travel and tourism, so long as the Town appropriates funds in support of these purposes. The remaining member or members of the authority shall be appointed at the sole discretion of the Board of Commissioners and may include members of the town governing board or town administration. The Board of Commissioners shall designate the member of the authority who shall serve – at its pleasure – as the chair of the authority and shall determine the compensation, if any, to be paid to the members of the authority.

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Ruth White Town Limits (919)614-4996 (4/2023)

Interested in Park Board

- Retired Practice Manager of Medical office
- Associate degree: Medical Secretary
- Volunteered at schools, served on beautification committee for Raleigh High School, volunteer with Brownie Troop
- Has worked daily with the Parks & Rec department since 2019 on behalf of the Pickle Ball program. Assisted with raising funds to purchase nets and balls and assisted with creating of the courts by painting them and patching holes. Accustomed to working as part of a team and problem solving.
- Interested in serving the Swansboro community, events and festivals and would like to contribute.

Eric Young Town Limits (405) 434-7145 (2/2023) – Appointed to HPC April 2023

Interested in Planning Board Board of Adjustment Park Board Tourism Authority Other

- Retired
- Master of Science in Adult Learning and Leadership, Master of Art Organizational Security
- 27 years in USMC leading organizations ranging in size from 50 to 850. Skilled in coordinating efforts of cross-functional and cross-cultural teams. Practiced in providing vision, strategy, and innovative solutions. Familiar with procedural law as both a commanding officer and member of law enforcement.

John Fitzgerald Town Limits (910)382-4292 (2/2023) – Appointed to BOA April 2023

Interested in Historic Preservation Planning Board Park Board Tourism Authority Other

- Retired
- Bachelor of Arts: Urban Planning, Master of Administration, Master of Arts National Strategic Studies
- Highly experienced leader with over 40 years of logistics managerial experience with both the Departments of State and Defense. Undaunted when faced with complex logistical problems, draws on vast experience operating at the tactical, operations, and strategic levels of the US government to apply a logical well-thought-out approach to solve problems.

Lawrence Abalos Town Limits (910) 389-7500 (11/2022) – Appointed to Parks Board Aug 2020

Interested in Tourism Authority

- Self Employed
- Bachelor's degree
- Current member of Parks & Rec board, Vice President of Swansboro Century Club, Coastal FCS Board member, Youth Sports Coach
- Would like to be a part of our community growth and development.

Matthew Prane Town Limits (910)750-2103 (10/2023)

Interested in Park Board

- USMC
- Master's Degree
- Over 21 years serving the USMC and participated in many community events, sporting competitions, and continues to volunteer with youth programs in sports and scouting.
- Interested in serving on the parks board to promote growth and see opportunities to develop a more family and community-based programs to support the community.

Note: Applications are kept on file for one year.

(Updated 12/2023) afender Z:\Town Clerk\Advisory Board Members

Michael Alden Diehl **Town Limits** (252)646-9221 (11/2023)

Interested in Planning Board Park Board Tourism Authority

-Marine Superintendent – Duke University Marine Labs

-Bachelor Degree

-Community involvement includes Travis Manion Foundation, Team Rubicon, Tunnels to Towers, Mountain to Sea Trail Angel

-Has worked around the world, in the military and as a civilian. Has ample experience building teams and working with diverse stakeholders to meet consensus and accomplish goals.

-Desires a more active role serving the community and working with citizens to continue building on the great work that Swansboro a wonderful place.

Gary Keroack **Town Limits** (904)537-7273 (11/2023)

Interested in Planning Board Other

-Retired, Occasional Math Tutor

-MBA, M.A. Math Education (6-12)

-HOA Design Board Member in Florida and Halls Creek

-Special skills include meteorology, oceanography, and business administration

-Desire to volunteer his free time to become more involved in the community

Lauren Brown **Town Limits** (910)459-0787 (11/2023)

Interested in Planning Board Historic Preservation Park Board

-Vice President & Chief Projects Officer at MeterSYS

-Master in Public Administration from UNCW

-Co-founded & managed the Fishstrong Foundation for 2 years, volunteer for special events in the area

-MPA education instilled skills, research, and cooperation for, with, and on behalf of local governments. My current work serves public utilities for which we consult and manager project for

-Born & raised in Swansboro, and recently moving back after being away from 17 years, she has a unique perspective and love for Swansboro and wants to contribute.

Kelley Brown (910)238-0191 (11/2023)

Interested in Tourism Authority

-Sales Manager Hampton Inn Suites

-Highschool graduate

-Currently President of SACC, member of the Military Affairs Committee, TAC Committee for Onslow County, Hospitality Committee for Onslow County. Previously recognized as the 2022 Hospitality Person of the Year, and 2021 SACC Businesswoman of the Year.

-Working in the hotel in sales provide a unique insight into what groups are coming to the area for and how to keep them returning. Knowledge includes how to attract other groups and what to do from a town standpoint to keep the area busy.

-The hotel has a special position, they are consistently involved in the community and in the growth of the town, as it advances all interest and desires to provide both to the community through participating on an advisory board.

Note: Applications are kept on file for one year.

(Updated 12/2023) afender Z:\Town Clerk\Advisory Board Members

Ben Rupert **Town Limits** (910)381-1848 11/2023

Interested in Planning Board

- Estimator with Faulconer Construction Company
- Bachelor of Science in Civil Engineering
- Served on the Town of Youngsville Planning Board
- 5 years of land development experience and 8 years of heavy civil construction
- Desires to make a sustainable impact on future land use and development in the town.

Bryan Lowe **Town Limits** (910)978-6498 12/2023

Interested in Planning Board Board of Adjustment

- Retired/Disabled Veteran
- Master of Science, Logistics Management and Black Belt Lean Six Sigma
- Involved with Veterans Memorial Gardens, Past president of Warrant Officer Association
- Logistics background, developed processes
- Desires to find a good use for free time

Steven Overby **Resides in Peletier** (910)554-6924 12/2023

Interested in Tourism Authority

- Owner of April Fresh Cleaning Service
- High School Graduate
- Currently serving on the Swansboro Area Chamber of Commerce Board of Directors, Government Affairs Committee Chair. Former Town of Peletier Commissioner
- Involved with municipal government for many years and business works directly with property owners that generate occupancy tax dollars
- Supports tourism and believes it plays a vital role in sustaining out local economy, desires to be involved in decision making related to tourism and will bring a unique perspective

Preston Patterson **Town Limits** (206)407-5998 12/2023

Interested in Tourism Authority

- Owner of Swansboro Food & Beverage Co.
- Bachelor's in business administration
- Primarily volunteers good & services since and donated to multiple local non-profit organizations that intend to directly impact Swansboro
- Scholastic background is business has helped to make big picture ideas become an obtainable reality with proper budgeting and planning. 20+ years in the service industry which has given a wide range of experience with people and preferences
- Truly cares for the great people in Swansboro and wants it to be the best it can be. Believes experience and point of view are in line with what is desired to be accomplished

Jane Simpson **Town Limits** (910)389-8425 12/2023

Interested in Tourism Authority

- Owner/Operator of Lady Swan Boat Tours
- Master in education/Counselor Education
- Involved with Friends of Hammocks Beach & Bear Island, Friends of NC State parks, Swansboro Area Chamber of Commerce board member, Swansboro Historic Association member
- 11 years' experience in tourism related job
- Desires to assist local businesses & services by brining tourist to Swansboro to experience the history & beauty of the area

Note: Applications are kept on file for one year.

(Updated 12/2023) afender Z:\Town Clerk\Advisory Board Members

Frank Jones **Town Limits** (919)820-2342 12/2023

Interested in Planning Board

- Retired
- Bachelor of Science In Mechanical Engineering
- Involved with civic groups, Jaycees & Lions
- Past professional experience in project planning & execution
- Interested in future growth of Swansboro & helping support town commissioners in evaluating proposed projects that might impact that growth

David Tomlinson **Town Limits** (910)382-5369 12/2023

Interested in Planning Board

- Retired
- Dual Masters – Health Services Management and Public Administration
- Served on the Board of Adjustment for Swansboro in the 90's, President of River Reach HOA 1997-1998, Decan Chair at First Baptist Church in Swansboro 2018-2021, now at Eastview Baptist Church
- Served numerous senior leadership and staff positions in government service, managed many budget and contracts, served a number of finance church committees and building programs, currently has no debt
- Cares about the community

Jerry Seddon **Town Limits** (631)697-3092 12/2023

Interested in Historic Preservation Planning Board Board of Adjustment Park Board Tourism Authority Other

- Self Employed
- High School Graduate
- Previously served on Historic Preservation Commission, Planning Board and TRC

Tim Vannoy **Town Limits** (910)388-7124 12/2023

Interested in Historic Preservation Planning Board Board of Adjustment Park Board Tourism Authority Other

- Telecom Specialist with USMC
- Some college
- Swansboro Baseball & Softball Association (SBSA) coach, helped clean up after Florence, HOA board for Halls Creek North, mows SBSA fields with own equipment
- USMC IT retired 22 years, in current job oversees construction on base, completes daily inspections and oversees contracts
- Interest in the town, believes understanding of prior jobs will bring a motivation that is needed

*Note: Applications are kept on file for one year.
(Updated 12/2023) afender Z:\Town Clerk\Advisory Board Members*



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **2024 Board of Commissioners Meeting Schedule**

Board Meeting Date: **December 11, 2023**

Prepared By: **Alissa Fender – Town Clerk**

Overview: 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.

At its December 11, 2023, meeting, the board voted to change the board meeting date and time to 6:00 pm on the first and third Thursday of the month. A meeting scheduled is provided for review. The schedule does not include the first July meeting because it falls on the July 4th holiday. Please note the second meeting of January will be held on the third Tuesday instead due to a known schedule conflict identified at the December 11, 2023, board meeting.

Due to the change in day and time, the Town Code Chapter 30.25 and Board of Commissioners Policy 1 requires updating to be consistent.

Background Attachment(s):

1. 2024 Meeting Schedule
2. Ordinance 2023-O13
3. Board of Commissioners Policy 1 – Regular Meetings

Recommended Action:

1. Adopt the 2024 meeting schedule.
2. Approve Ordinance 2023-O13 amending Town Code Chapter 30.25 Regular Meetings.
3. Approve Amendment to Board of Commissioners Policy 1 - Monthly Meetings.

Action: _____



TOWN OF SWANSBORO

Board of Commissioners

2024 Meeting Schedule

All meetings are held at 6:00 pm in the Community Room at Town Hall
601 W. Corbett Avenue – Swansboro, NC 28584

January 4, 2024
January 16, 2024

February 1, 2024
February 15, 2024

March 7, 2024
March 21, 2024

April 4, 2024
April 18, 2024

May 2, 2024
May 16, 2024

June 6, 2024
June 20, 2024

July 18, 2024

August 1, 2024
August 15, 2024

September 5, 2024
September 19, 2024

October 3, 2024
October 17, 2024

November 7, 2024
November 21, 2024

December 5, 2024
December 19, 2024

ORDINANCE 2023-013
AN ORDINANCE AMENDING THE SWANSBORO TOWN CODE OF ORDINANCES
CHAPTER 30: MAYOR AND BOARD OF COMMISSIONERS
§ 30.25 REGULAR MEETINGS

THE BOARD OF COMMISSIONERS OF THE TOWN OF SWANSBORO ORDAINS:

Section 1. “That the following section of the Town Code for the Town of Swansboro, North Carolina, be hereby amended to read as follows:

§ 30.25 REGULAR MEETINGS.

(A) The regular meetings of the Mayor and Board of Commissioners of the town shall be held on the ~~fourth Tuesday~~ **first and third Thursday** of each month at the Town Hall unless otherwise designated by the Board of Commissioners.

Section 2. This ordinance shall become effective upon adoption.

Adopted this 15th day of December 2023.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk

TOWN OF SWANSBORO

BOARD OF COMMISSIONERS POLICY NO. 1-B C MONTHLY ~~WORKSHOP~~ MEETINGS

The Board of Commissioners and the Town Manager realize that communication is essential to good government and, as a result, are always striving to improve the lines of information.

Therefore, the following Board of Commissioners Policy shall apply. The Board of Commissioners will hold ~~a Workshop Meeting~~ **two meetings a month** at ~~5:30 pm~~ **6:00 pm** on the ~~2nd Tuesday~~ **first and third Thursday** of the month in the Community Room at Town Hall. The Town Manager, **Clerk** and/or other staff will update the Board on current activities and projects; provide information on matters relating to the upcoming agenda and discuss other pertinent items **during the Future Agenda Topics portion of each meeting.**

~~This Workshop is not intended to replace existing means of communication between the Board and Manager, but rather to improve on the current structure. Additionally, this Workshop is not intended to be a decision making but rather for the exchange of information. Also, this Workshop meeting shall be open to the public.~~

Amended this 17th day of July 2007 by the Board of Commissioners.

Amended this 20th day of October 2015 by the Board of Commissioners.

Amended this 15th day of December 2023 by the Board of Commissioners.

Mayor

Original Policy dated 12/15/1992



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Employee Christmas Bonus Consideration**

Board Meeting Date: **December 15, 2023**

Prepared By: **Sonia Johnson – Finance Director**

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

Two options are provided for consideration.

➤ Flat amount

- Total amount \$13,950 (Full Time-\$200, Part Time-\$150, & Volunteer-\$100)
- Total amount \$9,850 (Full Time-\$150, Part Time-\$100, & Volunteer-\$50)

Background Attachment(s): Budget Ordinance Amendment #2024-5 (will be provided after consideration)

Recommended Action:

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

Action: _____
