



# Board of Commissioners Organizational Meeting Agenda

**Town of Swansboro**

Monday, December 11, 2023

## Board Members

John Davis, Mayor | Frank Tursi, Mayor Pro Tem | Pat Turner, Commissioner | Harry PJ Pugliese, Commissioner | Larry Philpott, Commissioner | Jeffrey Conaway, 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. June 12, 2023, Regular Meeting Minutes

b. June 26, 2023, Regular Meeting Minutes

c. Amendment to the Audit Contract-Gregory T. Redman, CPA for Period 7/1/2022-6/30/2023

### IV. Appointments/Recognitions/Presentations

- a. **2023 Samuel Swann Bland Community Service Award**  
***Presenter: Mayor John Davis***

The Samuel Swann Bland Community Service Award was created to honor the diligence, hard work, leadership, and dedication that characterized the contributions of Sam Bland to the public and the Swansboro Community. The award is made annually to a public employee, civic leader, or community volunteer that has demonstrated the qualities of outstanding dedication to the improvement of community services that were exhibited in the career and contributions of Samuel Swann Bland.

### V. Public Hearing – None

## **VI. Business Non-Consent**

### **a. Oaths of Office Ceremony**

***Administered by: The Honorable Judge, Jefferson Griffin***

William Justice - Commissioner

Douglas Eckendorf - Commissioner

Joseph Brown - Commissioner

### **b. Mayor Pro Tem Appointment**

***Presenter: Alissa Fender – Town Clerk***

In accordance with NCGS 160A-70 and Town Code 30.06, the Board of Commissioners shall select one of their number to act as Mayor Pro Tem.

*Recommended Action:*

*1. Select Mayor Pro Tem*

*2. Judge Jefferson Griffin to administer the Oath of Office to the Mayor Pro Tem*

### **c. Appointment of Representative to ONWASA**

***Presenter: Alissa Fender – Town Clerk***

ONWASA's Board of Directors are appointed to three-year terms by the local governments in the service area. The Board is composed of eight members whose regular meetings are held bimonthly at Jacksonville City Hall, 815 New Bridge Street, Jacksonville, NC.

*Recommended Action: Make appointment to ONWASA Board of Director's*

### **d. 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: Adopt the 2024 meeting schedule.*

### **e. Board Appointments**

***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 Planning Board*

*2. Consider appointments to the Historic Preservation Commission*

*3. Consider appointments to the TDA*

*4. Consider appointments to the Parks Board*

**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 review contract terms of a public officer.*

**XII. Adjournment**

**Town of Swansboro**  
**Board of Commissioners**  
**June 12, 2023, Regular Meeting Minutes**

Item IV - a.

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Larry Philpott, Commissioner Jeffrey Conaway, and Commissioner PJ Pugliese.

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**Call to Order/Opening Prayer/Pledge**

The meeting was called to order at 5:30 pm. Mayor Davis led the Pledge of Allegiance.

**Public Comment**

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were given.

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the agenda and the below consent items were approved unanimously.

**Consent Items:**

- January 23, 2023, Closed Session
- February 13, 2023, Regular Meeting
- February 13, 2023, Closed Session
- Lease Agreement between Town of Swansboro and Spectrum Southeast LLC

**Appointments/Recognitions/Presentations**

*Employee Introductions*

Town Clerk Fender introduced the new Administrative Assistant, Jackie Stevens, sharing that she had 12 years' experience in the customer service industry, a graduate of Swansboro High School and a mother of 3.

*Municipal Finance Month Proclamation*

Mayor Davis presented Finance Director Johnson and her department with a proclamation designating June as Finance Month. Mayor Davis shared there are no questions about the audits from the Finance Department. The board shared their appreciation for all their hard work. Director Johnson shared that together the finance department is a great team, and she could not do the job without them.

*Board Appointments*

Town Clerk, Alissa Fender reviewed that due to expiration of terms or resignations, there were several board appointments or reappointments needed.

- Two (2) seats for the Board of Adjustment
- One (1) seat for the Planning Board

Ralph Kohlmann and Wayne Mixon were reappointed to the Board of Adjustment.

Joseph Brown was appointed to the Planning Board.

## **Public Hearing**

### *FY 2023/2024 Annual Budget*

Town Manager Webb reviewed that the FY 2023/2024 Annual Budget was presented following discussions at two workshops, one on February 23rd and the other on May 17, 2023. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act and provided to the Board of Commissioners and the Public on June 1, 2023. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2023/2024.

The total budget was \$5,683,022, which represents an increase of 11% from the FY 2022/2023 Amended Budget of \$5,122,168. The tax rate is proposed to remain unchanged at \$0.35 per \$100 valuation. Following input during the two budget workshops, the General Fund Budget for FY 2023/2024 was balanced utilizing \$385,883 of our current year's projected surplus. A remaining projected surplus or amount thereof of \$52,013 would be deposited into the general fund balance at the close of FY 22/23. The proposed budget maintains an unassigned fund balance of approximately 52% over expenditures.

Funded highlights included:

- 4.4% COLA and 4% Merit (based on performance evaluations)
- New Personnel (FT Fire Captain \$68,081, FT Dockmaster/Downtown Supervisor \$66,659, and PT Dock Attendant \$9,656 – including benefits)
- NCLM Property & Casualty Increased 10.5%
- NCLM Workers Comp Decreased 7%
- NCLM Group Health Insurance Increased 10%
- Capital Improvements Plan \$173,880
- Capital Outlay \$132,104

In response to inquiries from the board, Town Manager Webb clarified that the% merit increase would be between 0% to 4%, based on the work performance of the employee and determined by the department head.

The public hearing was opened at 5:47 pm and then closed.

On a motion from Commissioner Philpott, seconded by Commissioner Turner, the FY2023/2024 Budget Ordinance w/Tax Rate, Fee Schedule, Salary Schedule, and FY2023/2024 balance with surplus was approved unanimously.

### **Business Non-Consent**

#### *Parks and Recreation Comprehensive Master Plan*

*Presenter Jennifer Beedle, Consultant for the Engineering Firm, McAdams*

Jennifer Beedle, consultant for McAdams Engineering Firm reviewed that Swansboro Parks and Recreation contracted with McAdams to update the 2008 Comprehensive Master Plan. Consultant Beedle reviewed her slides that covered the following:

- The purpose was to prioritize goals and objectives for the course of the ten-year planning frame; allows to identify deficiencies across the Parks and Recreation system and identifies strong points; receiving information in real time from community what they wanted and needed in the facilities; served as a ten-year work plan for Swansboro Parks and Recreation staff. The staff, community, and Advisory Board were involved and aware of the information received.
- The process included Assessment of Parks & Facilities, maintenance assessment, Demographic trends analysis, community engagement, level of service, program assessment and financial assessment.
- The progress starts with research, analyze the findings & recommendations to create the final plan.
- The portfolio included:
  - o Assessment of community context which showed the population at 3,217 in 2021 with an estimated population of 3,766 in 2031.
  - o Parks & Recreation amenities were identified as an idea physical environment that allowed for the public to engage with natural resources, well maintained.
  - o Recreation programs are not over programmed and offered a diverse range and staff was attuned to the residents needs and wants and provides special event and festivals for residents and visitors.
  - o Operations & Maintenance was proactive in addressing maintenance, and managing the boat docks.
  - o Level of service, in order to meet the industry standard of 2 square feet of indoor space per capita, an additional 500 sq ft of space is needed currently with an additional 1,600 needed in the next ten years.

Consultant Beedle shared that the community engagement resulted in 227 survey responses, and 6 staff listening sessions. Of the survey responses Recreation Amenities needs top 5 results were Special Events + Festivals (118%), Outdoor Fitness Classes

(109%), Indoor Fitness Classes (105%), Swimming (98%), and Educational Programs (97%). The top 4 needs for Programs were Hiking Trails (39%), Playgrounds (34%), Bicycling-Roadway Infrastructure/Bike Lanes (34%), Canoe/Kayak Access (33%), Saltwater Fishing Access (33%); Bicycling-Mountain Biking (33%), Outdoor Swimming Pool (32%).

Consultant Beedle reviewed the established recommendations:

#### Parks & Amenities

- Position parks and recreation as an essential service for a growing community.
- Continue to enhance and expand the park system to meet community needs and wants.
- Activate underused park spaces.

#### Programs

- Develop programs that activate spaces and encourage the community to experience parks, recreation facilities, and activities.
- Base decisions for introducing new programming to community needs.

#### Operations & Maintenance

- Identify and track maintenance needs of the existing park system.
- Build staff capacity to meet growing community needs.

In response to inquiries from the board, Consultant Beedle clarified the following:

- Youth was 0-10 years of age and Teen was 11-17 years of age.
- Both residents and nonresidents were polled.
- The reported percentages were more than 100 in total because the person was able to pick more than one item.
- The survey response of 227 was a high rate even though the board felt that amount was low

On a motion by Commissioner Turner, seconded by Commissioner Philpott the Parks & Recreation Master Plan was adopted unanimously.

#### *Future Agenda Topics*

Future agenda items were shared for visibility and comment. In addition, an opportunity was provided for the Board to introduce items of interest and subsequent direction for placement on future agendas. The following items were added for future review.

- Proclamation for Mr. Liko's 100<sup>th</sup> birthday
- NC 24 Superstreet Presentation

### **Public Comment**

Tim Vannoy of 105 Cormorant Drive shared that the Memorial Day event recently observed is needed in this community and thanked those who planned and were involved.

Mayor Davis shared that the Veterans Memorial Gardens committee, Swansboro Baseball & Softball Association and Swansboro United Methodist Church were instrumental in the event.

### **Board Comments**

Board members thanked staff on their efforts during the budget process, the Parks & Recreation Master Plan and the success of the Arts by the Sea Festival.

Mayor Davis shared that he enjoyed the High School Graduates Motorcade, and that Military Appreciation Day was successful and possibly the largest turnout in the last 8 years. He further shared that with regard to the budget he was concerned with the \$66,000 position for facility supervisor. Additionally, he was concerned that the consultants did not reach out to more of the community.

### **Adjournment**

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Conaway, the meeting adjourned at 6:54 pm.



**Town of Swansboro**  
**Board of Commissioners**  
**June 26, 2023, Regular Meeting Minutes**

Item IV - b.

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Larry Philpott, and Commissioner Jeffrey Conaway. Commissioner PJ Pugliese was absent.

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**Call to Order/Opening Prayer/Pledge**

The meeting was called to order at 5:30 pm. Mayor Davis led the Pledge of Allegiance.

**Public Comment**

Susan Casper of 1132 Mt. Pleasant Road shared with the board that she had witnessed many parking issues downtown. While she was happy with the one-way streets many people were parking on the streets and she felt it was due to Air B&B's and believed they should have parking restrictions especially when the properties had driveways to park in.

Randy Swanson, owner of Boro Restaurant on Front Street shared his concerns about the one-way traffic. He witnessed often that vehicles did not stop for the stop at Front and Moore Street and suggested a speed bump and to fix the stop sign for better visibility. Additionally, he shared that there were not any signs that indicated to a driver that they were going the wrong way on the one-way streets. With regard to the Moore Street direction consideration, he shared that with the right signage and a reasonable timeframe, it could work for delivery trucks.

Gregg Casper of 226 Water Street shared her concerns with the parking downtown and that there were several vehicles parking in a manner that disrupted visibility at intersections and there were parking on the street for weeks at a time.

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Tuner, seconded by Commissioner Philpott, the agenda and the below consent item was approved unanimously.

- February 23, 2023, Special Meeting Minutes
- February 27, 2023, Regular Meeting Minutes
- Tax Refunds

Besant, Nicolas Austin	\$62.02	Tag Surrender
Newcomb, Roger Dale & Mary Ellen	\$202.41	Tag Surrender
Pereira, Anthony Henry & Carol Ann	\$17.03	Tag Surrender
Suever, Stephen William	\$36.57	Military

Amari, Susan Eaton	\$24.44	Tag Surrender
McLaurin, Michael C	\$63.75	Tag Surrender
Tate, Jennifer Leann & Freddie Lee Jr.	\$110.98	Tag Surrender
Inman, Brian Dodradge	\$89.88	Tag Surrender
- Audit Contract		
- Budget Amendment #2023-7 for multiple departments		
- Ordinance Amendment #2 to the Grant Project Ordinance Budget for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds		

### **Appointments/Recognitions/Presentations**

#### *Proclamation Honoring Ben Licko's 100th Birthday*

Mayor Davis read and presented a proclamation to the family of Ben Liko.

#### *Recognition of Swansboro Rotary Club*

The Swansboro Rotary Club was recognized for providing a generous donation for the purchase of 2 AED Defibrillators to be located at the Visitor's Center and Recreation Center. Board members shared their appreciation to

### **Business Non-Consent**

#### *One-Way Street Concerns Related to Golf Carts and Moore Street Direction*

Police Chief Taylor reviewed that with the recently changed traffic pattern downtown to include one-way streets had created some concerns with Golf Cart operations and Moore Street traffic direction.

The current configuration had traffic traveling southwest along Front Street from West Corbett Avenue. Main Street had two-way traffic traveling southeast from West Corbett Avenue to Water Street. At Water Street, Main Street was one-way, traveling southeast to Front Street. Traffic travels from Front Street, northwest along Church Street to Walnut Street, where it travels northwest, two-way to West Corbett Avenue. Traffic travels northwest, one-way on Moore Street, from Front Street to Water Street.

Chief Taylor reviewed the following concerns and solutions for consideration.

#### Concerns:

- With the current traffic pattern, there is a lack of access to Front Street for residents operating a golf cart. Operators of golf carts are required to obey the traffic laws. With Moore Street, Main Street and Church Street all moving northwest from Front Street, operators of golf carts are forced to do one of four things to access Front Street:

- Operate the golf cart against the flow of traffic on Main Street.
- Operate the golf cart against the flow of traffic on Moore Street.
- Operate the golf cart on West Corbett Avenue.
- Operate the golf cart along the sidewalk.

Each of the above movements were a violation of a Town Ordinance or of Chapter 20 of the North Carolina General Statutes.

- Any change in the traffic pattern on Moore Street could affect delivery trucks that utilize Moore Street. Most delivery trucks come off West Corbett Avenue, turn northwest onto Moore Street and stand as their load is delivered.

#### Solutions:

After careful consideration, staff had developed the following possible solutions:

- A. Make Moore Street a two-way traveling northwest from Front Street to Water Street. This solution, however, would eliminate approximately seven parking spaces located on the northeast side of Moore Street. These spaces are mostly utilized by the employees of Swansboro Food and Beverage.
- B. Change the traffic flow on Moore Street from one-way northwest to one-way traveling southeast. This change, however, would affect the direction that delivery trucks would be required to travel in order to drop deliveries. This change would require the tractor trailer to make several tight turns in the downtown district.
- C. Make Moore Street one-way (northwest) from 5am-11am. At 11am, traffic would travel one-way southeast. This change, however, would affect employees of Swansboro Food and Beverage. The business opens at 7am for breakfast. Any employees arriving prior to 11am would be required to travel northwest on Moore Street. If these employees finish their shifts after 11am, they are now parked facing the wrong direction of travel and would be required to make a U-turn or drive in the wrong direction to leave.
- D. Allow golf carts to travel in the wrong direction on Moore Street. This exemption would create liabilities if a vehicle were to collide with a golf cart.
- E. Allow an exemption to the golf cart policy and allow golf carts to travel along the sidewalk, only, between Moore Street and Front Street.

Randy Swanson was asked to share his thoughts with the board, he shared that he felt the option of two-way traffic with no parking before 11 am would be a good solution.

Board members felt that the road was not wide enough to be two-away and after discussion of the options, there was agreement for staff to proceed with the steps to implement option C making Moore Street one-way (northwest) from 5am-11am. At

11am, traffic would travel one-way southeast, with the added restriction of no parking between 5am – 11am. Sufficient signage was noted as important to enforce this change.

#### *Financial Report as of May 31, 2023*

Mrs. Johnson reviewed details from the monthly financial report, attached herein with the PowerPoint presentation of the meeting. Share shared that appearance of revenues over expenditure being so large was due to ad-valorem revenues were 98% received but there were still expenditures due to go out that would affect that amount to include 3 more pay periods.

#### *Future Agenda Topics*

Future agenda items were shared for visibility and comment. In addition, an opportunity was provided for the Board to introduce items of interest and subsequent direction for placement on future agendas. The following items were added for future review.

- Ordinance Amendment related to trash containers left at the curb.
- Downtown Parking Ordinance review
- Consider an ordinance on regulation of Air B&B's.

#### **Public Comment**

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were given.

#### **Manager's Comments**

Manager Webb shared the following details in addition to her report provided in the agenda packet.

- Water Street from the Visitors Center to Broad Street was milled in preparation for resurfacing.
- Phillips Drive would also be addressed for resurfacing within the week.
- The side-by-side which was approved for purchase by ARP funding was delivered.
- Town offices would be closed Tuesday July 4<sup>th</sup> for the holiday.

#### **Board Comments**

Commissioner Philpott shared that there are many events going on around town and recommended that they be shared in the Town Newsletter.

Board members shared their appreciation to staff, complemented the recent Arts by the Sea Festival, and wished everyone a Happy 4<sup>th</sup> of July.

Mayor Davis shared that the Hometown Heroes dinner was scheduled for September 10<sup>th</sup> at 5:30 pm and extended an attendance invitation to the board. He also shared the Swansboro United Methodist Church would be hosting a Memorial Day event for 2024 and planning had begun for that, Parks & Recreation was welcomed to partner with them.

### **Adjournment**

On a motion by Commissioner Philpott seconded by Commissioner Turner the meeting adjourned at 6:50 pm.



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Amendment to the Audit Contract-Gregory T. Redman, CPA**

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

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

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**Overview:** On June 26, 2023, the original contract with Gregory T. Redman, CPA to audit the 2022-2023 fiscal year was approved by the Board of Commissioners.

The audit was delayed this year due to the Town implementing new software during the year and needing more time to resolve software implementation issues.

The contract stated that the audit report would be delivered to the NC Local Government Commission (LGC) for its review by October 31, 2023. Audits submitted after December 1<sup>st</sup> require an amendment to the contract due to a change in the deadline date.

The amended contract does not include any change in the approved fee of \$13,500.

## Background Attachment(s):

1. Amendment to the Contract to Audit Accounts (LGC-205 Amendment) with Gregory T. Redman, CPA for the period 7/1/2022-6/30/2023.

## Recommended Action:

1. Motion to approve Amendment to the Contract to Audit Accounts (LGC-205 Amendment) with Gregory T. Redman, CPA for the period 7/1/2022-6/30/2023.

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**Action:** \_\_\_\_\_

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LGC-205 Amendment

**AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS**

Rev. 11/2022

Whereas	Primary Government Unit Town of Swansboro
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A
and	Auditor Gregory T. Redman, CPA

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending 06/30/23	and originally to be submitted to the LGC on	Date 10/31/23
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hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to date submitted to LGC	Original date 10/31/23	Modified date 01/15/24
<input type="checkbox"/> Modification to fee	Original fee	Modified fee

Primary Other  
(choose 1)(choose 0-2)

**Reason(s) for Contract Amendment**

- |                                  |                          |  |
|----------------------------------|--------------------------|--|
| <input type="radio"/>            | <input type="checkbox"/> | Change in scope  |
| <input type="radio"/>            | <input type="checkbox"/> | Issue with unit staff/turnover   |
| <input type="radio"/>            | <input type="checkbox"/> | Issue with auditor staff/workload  |
| <input type="radio"/>            | <input type="checkbox"/> | Third-party financial statements not prepared by agreed-upon date  |
| <input type="radio"/>            | <input type="checkbox"/> | Unit did not have bank reconciliations complete for the audit period   |
| <input type="radio"/>            | <input type="checkbox"/> | Unit did not have reconciliations between subsidiary ledgers and general ledger complete                                   |
| <input type="radio"/>            | <input type="checkbox"/> | Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger |
| <input type="radio"/>            | <input type="checkbox"/> | Unit did not have information required for audit complete by the agreed-upon time  |
| <input type="radio"/>            | <input type="checkbox"/> | Delay in component unit reports  |
| <input checked="" type="radio"/> | <input type="checkbox"/> | Software - implementation issue  |
| <input type="radio"/>            | <input type="checkbox"/> | Software - system failure  |
| <input type="radio"/>            | <input type="checkbox"/> | Software - ransomware/cyberattack  |
| <input type="radio"/>            | <input type="checkbox"/> | Natural or other disaster  |
| <input type="radio"/>            | <input type="checkbox"/> | Other (please explain)   |

**Plan to Prevent Future Late Submissions**

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due to the LGC four months after fiscal year end. Indicate NA if this is an amendment due to a change in cost only.

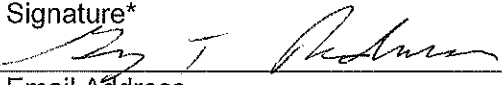
The Town had all records ready for audit prior to October 2023. The Town recently switched software and there was an implementation issue preventing the auditor from obtaining proper audit evidence of the final trial balance. This is a one-time issue. The Town anticipates all future audits will be submitted in a timely manner.

**Additional Information**

Please provide any additional explanation or details regarding the contract modification.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

**SIGNATURE PAGE****AUDIT FIRM**

Audit Firm* Gregory T. Redman, CPA	
Authorized Firm Representative* (typed or printed)	Signature* 
Date* 11/30/23	Email Address greg@redman-cpa.com

**GOVERNMENTAL UNIT**

Governmental Unit* Town of Swansboro	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed)	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE****\*ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT\****(Pre-audit certificate not required for hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer* N/A	Signature*
Date of Pre-Audit Certificate*	Email Address*





## Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Mayor Pro Tem Appointment**

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

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

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**Overview:** In accordance with NCGS 160A-70 and Town Code 30.06, the Board of Commissioners shall select one of their number to act as Mayor Pro Tem.

**Background Attachment(s):** Town Code 30.06

**§ 30.06 SELECTION AND DUTIES OF THE MAYOR PRO TEM.**

(A) At the first meeting after their election, the Board of Commissioners shall select one of their number to act as Mayor Pro Tem. A Board member serving as Mayor Pro Tem shall be entitled to vote on all matters and shall be considered a Board member for all purposes, including the determination of whether a quorum is present.

(B) The Mayor Pro Tem shall have no fixed term of office. During the absence of the Mayor, the Board may confer upon the Mayor Pro Tem any of the powers and duties of the Mayor. If the Mayor should become physically or mentally incapable of performing the duties of his office, the Board may by unanimous vote declare that he is incapacitated and confer any of his powers and duties on the Mayor Pro Tem. Upon the Mayor's declaration that he is no longer incapacitated, and with the concurrence of a majority of the Board, the Mayor shall resume the exercise of his powers and duties.

(C) In the event both the Mayor and the Mayor Pro Tem are absent from a meeting, the Board may elect from its members a temporary chairman to preside in such absence.

(OC, § 2-1-6) (Am. Ord. passed 4-13-89)

Statutory reference:

For provisions on Mayor Pro Tem, see G.S. § 160A-70

**Recommended Action:**

1. Select Mayor Pro Tem
2. Judge Jefferson Griffin to administer the Oath of Office to the Mayor Pro Tem

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**Action:** \_\_\_\_\_

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# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Appointment of Representative to ONWASA**

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

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

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**Overview:** ONWASA’s Board of Directors are appointed to three-year terms by the local governments in the service area. The Board is composed of eight members whose regular meetings are held bimonthly at Jacksonville City Hall, 815 New Bridge Street, Jacksonville, NC.

**Background Attachment(s):** ONWASA 2024 Board of Directors Regular Meeting Schedule

**Recommended Action:** Make appointment to ONWASA Board of Director’s

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**Action:** \_\_\_\_\_

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## **2024 ONWASA BOARD OF DIRECTORS SCHEDULE OF REGULAR MEETINGS**

All Board of Directors Regular Meetings shall be held at Jacksonville City Hall, 815 New Bridge Street Jacksonville, 6:00 PM unless otherwise advertised.

Thursday, January 18, 2024

Thursday, March 21, 2024

Thursday, May 16, 2024

Thursday, June 20, 2024

Thursday, September 19, 2024

Thursday, November 21, 2024

Approved the 21<sup>st</sup> day of SEPTEMBER 2023.



## Board of Commissioners Meeting Agenda Item Submittal

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

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

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

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**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.

A meeting scheduled is provided for review. The schedule does not include certain meetings because they either fall on a Holiday or close to a Town Event.

**Background Attachment(s):** 2024 Meeting Schedule

**Recommended Action:** Adopt the 2024 meeting schedule.

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**Action:** \_\_\_\_\_

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## TOWN OF SWANSBORO

### Board of Commissioners

### 2024 Meeting Schedule

All meetings are held at 5:30 pm in the Community Room at Town Hall  
601 W. Corbett Avenue – Swansboro, NC 28584

January 8, 2024  
January 22, 2024

February 12, 2024  
February 26, 2024

March 11, 2024  
March 25, 2024

April 8, 2024  
April 22, 2024

May 13, 2024

June 10, 2024  
June 24, 2024

July 8, 2024  
July 22, 2024

August 12, 2024  
August 26, 2024

September 9, 2024  
September 23, 2024

October 28, 2024

November 25, 2024

December 9, 2024  
December 23, 2024



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **December 11, 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.

## Planning Board

One (1) In Town seat to consider for appointment.

Joe Brown – Elected as commissioner

One (1) ETJ seat to consider for appointment.

Ed McHale – Term expires 01/2024, does not have interest in re-appointment

There are 7 in-town applications on file. There are 0 ETJ application(s) on file.

## 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 5 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 5 application(s) on file.

## Parks Board

Four (4) seats to consider for appointment/reappointment.

Nancee Allen – Term expires 1/2024 has interest in re-appointment

Elana Messenger – Term expires 1/2024 has interest in re-appointment

Debra Pylypiw – Term expires 1/2024 has interest in re-appointment

There are 6 application(s) on file.

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Background Attachment(s):**

1. NCGS 160A-362 and NCGS 128-1.1
2. Tourism Development Authority Membership Requirements
3. ETJ Resolutions
4. Talent Bank Sheet

*Item VI - e.*

**Recommended Action:**

1. Consider appointments to the Planning Board
2. Consider appointments to the Historic Preservation Commission
3. Consider appointments to the TDA
4. Consider appointments to the Parks Board

**§ 160A-362. Extraterritorial representation.**

When a city elects to exercise extraterritorial zoning or subdivision-regulation powers under G.S. 160A-360, it shall in the ordinance creating or designating its planning board provide a means of proportional representation based on population for residents of the extraterritorial area to be regulated. Representation shall be provided by appointing at least one resident of the entire extraterritorial zoning and subdivision regulation area to the planning board and the board of adjustment that makes recommendations or grants relief in these matters. For purposes of this section, an additional member must be appointed to the planning board or board of adjustment to achieve proportional representation only when the population of the entire extraterritorial zoning and subdivision area constitutes a full fraction of the municipality's population divided by the total membership of the planning board or board of adjustment. Membership of joint municipal county planning agencies or boards of adjustment may be appointed as agreed by counties and municipalities. Any advisory board established prior to July 1, 1983, to provide the required extraterritorial representation shall constitute compliance with this section until the board is abolished by ordinance of the city. The representatives on the planning board and the board of adjustment shall be appointed by the board of county commissioners with jurisdiction over the area. When selecting a new representative to the planning board or to the board of adjustment as a result of an extension of the extraterritorial jurisdiction, the board of county commissioners shall hold a public hearing on the selection. A notice of the hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The board of county commissioners shall select appointees only from those who apply at or before the public hearing. The county shall make the appointments within 45 days following the public hearing. Once a city provides proportional representation, no power available to a city under G.S. 160A-360 shall be ineffective in its extraterritorial area solely because county appointments have not yet been made. If there is an insufficient number of qualified residents of the area to meet membership requirements, the board of county commissioners may appoint as many other residents of the county as necessary to make up the requisite number. When the extraterritorial area extends into two or more counties, each board of county commissioners concerned shall appoint representatives from its portion of the area, as specified in the ordinance. If a board of county commissioners fails to make these appointments within 90 days after receiving a resolution from the city council requesting that they be made, the city council may make them. If the ordinance so provides, the outside representatives may have equal rights, privileges, and duties with the other members of the board to which they are appointed, regardless of whether the matters at issue arise within the city or within the extraterritorial area; otherwise they shall function only with respect to matters within the extraterritorial area. (1959, c. 1204; 1961, c. 103; c. 548, ss. 1, 13/4; c. 1217; 1963, cc. 519, 889, 1076, 1105; 1965, c. 121; c. 348, s. 2; c. 450, s. 1; c. 864, ss. 3-6; 1967, cc. 15, 22, 149; c. 197, s. 2; cc. 246, 685; c. 1208, s. 3; 1969, cc. 11, 53; c. 1010, s. 5; c. 1099; 1971, c. 698, s. 1; 1983, c. 584, ss. 1-4; 1995 (Reg. Sess., 1996), c. 746, s. 2; 2005-418, s. 11.)

**§ 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 experience 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-thorough 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

*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

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Item To Be Considered: **Future Agenda Topics**

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

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

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**Overview:** The purpose of this memo is to provide the Board with matters that staff anticipates/proposes for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc.

In providing this memo each month, we hope it will also provide an opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

### **January 8th or 22nd**

- \* FY 24-25 Budget Schedule Adoption
- \* Fire Department Recognition
- \* SHA Lease Renewal
- \* Text Amendment related to Massing Standards in the Historic District
- \* Text Amendment related to Landscape Standards in the Historic District
- \* Public Hearing to rezone 4 parcels from R-10SF to RA
- \* Financial Report

### **Future Agenda Items**

- \* American Rescue Plan Funding Recommendations (updates)
- \* Further LUP Review/Amendments – Comprehensive Transportation Plan Revisions
- \* Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- \* Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- \* Building Standards (*Concerns with tarps and homes in poor repair all around town brought up 2.14 meeting*)
- \* Board Meeting Alternatives for Public viewing (*undergoing further research*)
- \* Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)
- \* Wetlands Policy (*creation & review by planning board*)
- \* Duke Energy Presentation
- \* Major Subdivision Final Plat – Parrish Green
- \* Onslow County Soil & Water Presentation
- \* Wayfinding Signs
- \* High School Recognitions – *revisit/revise*
- \* Street Acceptance of Swansgate and Shadow Creek (*developed has applied*)
- \* Text Amendment – Airbnb regulations
- \* Highway 24 Superstreet Presentation – *rescheduled to later date*
- \* Waterfront Access and Development Plan (*review/revision considerations*)
- \* Town Code Amendment to Chapter 91: Fire Prevention
- \* Conditional Rezoning – RA to R20SF, parcel off Swansboro Loop Road