



EOC/PSB Site Selection Committee Special Meeting Agenda

Town of Swansboro

Wednesday, April 24, 2024

I. Call to Order

II. Adoption of Minutes

- a. [March 25, 2024, Regular Meeting Minutes](#)

III. Business

- a. **Land Solicitation Package Reviews**
Presenter: Keith Walsh - Chair

Two packages have been received from the Town's Land Solicitation request.

Recommended Action: Review the packets submitted.

IV. Public Comment

V. Chair/Committee/Board Comment

VII. Adjournment

Town of Swansboro
EOC/PSB Site Selection Committee
March 25, 2024, Regular Meeting Minutes

In attendance: Board members - Keith Walsh, Commissioner Doug Eckendorf, Roy Herrick, Melissa Anderson and Junior Freeman. Staff in attendance were: Finance Director Sonia Johnson, Fire Chief Jacob Randal, Interim Town Manager Jon Barlow and Town Clerk Alissa Fender.

Call to Order

The meeting was called to order at 5:00 pm.

Adoption of Minutes

On a motion by Mr. Eckendorf, seconded by Mr. Herrick, the March 4 and March 18, 2024, meeting minutes were adopted unanimously.

Business

Draft Land Solicitation Packet and Newspaper Ad

At the committees February 28, 2024, special meeting, parameters were discussed and established for creating a Land Solicitation Packet. A draft packet was created and reviewed by the committee at its March 4, and March 18, 2024, meetings. Based on committee recommendations, and feedback from the attorney, a final draft of the packet was provided for review and approval by the Board of Commissioners. A tentative deadline of May 15, 2024, had been established. The committee requested to hold one last review prior to the Board of Commissioners review.

A corresponding newspaper ad below to be placed in the Tideland News and ran weekly starting on April 3rd and going through May 8th (6 weeks) was also reviewed. The size would be 5 inches wide x 3 1/2 inches tall and would be \$115.10 each time it runs for a total of \$690.60.

After discussion, the board agreed with the paraments set forth in the drafted packet and the corresponding newspaper ad with a deadline of May 15, 2024. On a motion by Mr. Herrick seconded by Mr. Freeman the packet was approved for presentation to the Board of Commissioners for acceptance at their March 26, 2024, meeting. All were in favor.

Town Clerk Fender shared that she would send a weekly update to the committee letting them know of packets received and/or inquiries received, and the committee chair can determine the need for holding the future scheduled meetings.

Draft Option to Purchase Agreement Review

The own Attorney, Francis Rasberry, provided two Options to Purchase Agreement drafts for the committee to consider/review.

The board agreed that there was no need to discuss this further until later on once solicitation packets are received and the process is begun to move forward.

Board Comments

Mr. Freeman shared that he felt the committee needed further direction on how they are to proceed in the future. Chair Walsh shared that direction would need to be given by the Board of Commissioners and would not occur until after their first task of Land Acquisition is handled.

Adjournment

On a motion by Commissioner Eckendorf, seconded by Mr. Walsh, the meeting adjourned at 5:50 pm with unanimous approval.