

Town of Swansboro
EOC/PSB Site Selection Committee
March 4, 2024, Regular Meeting Minutes

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

Call to Order

The meeting was called to order at 5:02 pm. The special meeting was called for the purpose of adoption of Regular Meeting Schedule, review records of actions taken by prior EOC Committee, and consider parameters for drafting a Land Solicitation Packet.

Adoption of Minutes

On a motion by Mr. Freeman, seconded by Commissioner Eckendorf, the February 19, 2024, Special Meeting minutes were adopted unanimously.

Business

Draft Land Solicitation Packet and Newspaper Ad

At the committee's February 28, 2024, special meeting, parameters were discussed and established for creating a Land Solicitation Packet. A draft packet was reviewed and recommended changes were provided by the committee.

Mr. Walsh shared that he had contacted the Town Attorney, Francis Rasberry, for an Offer to Purchase agreement to be included with the solicitation packet. He shared that Mr. Rasberry had indicated that some sort of expiration date should be established for the agreement. Mr. Walsh offered to option for the committee to consider:

- Expires the sooner of 30 days after selection
or
- Expires on a set/exact date

The committee directed staff to revise the draft based on recommendations provided, and share with the Town Attorney for his review/approval, and then based on that feedback, a second draft would be reviewed for final edits at its March 18, 2024 regular meeting. Further details/edits for the Offer to Purchase would also be further discussed.

The draft newspaper ad and details provided were also reviewed. The cost estimate of running a legal ad was obtained and would be \$20.16 each time it was run. The committee wanted further details on placing color ad in the newspaper in a location in the first several pages instead.

Adjournment

On a motion by Commissioner Eckendorf, seconded by Mr. Freeman, the meeting adjourned at 6:18 pm with unanimous approval.