

Town of Swansboro
Board of Commissioners Special Meeting
December 15, 2023

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Larry Philpott, Commissioner Jeffrey Conaway, Commissioner Douglas Eckendorf, and Commissioner Joseph Brown

Call to Order/Opening Prayer/Pledge

The special meeting was called to order at 9:00 am and Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was to handle board appointment considerations to the Tourism Development Authority and the Historic Preservation Commission, revise and adopt a new 2024 Board Meeting Calendar, amend Town Code Chapter 30.25 Regular Meeting and Board of Commissioners Policy 1, Employee Christmas bonus considerations/Possible Budget Amendment and for 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 NCGS 143-318.11 (a) (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.

Public Comment

Frank Tursi of 270 River Reach Drive shared that he felt the board should not consider appointment of citizens that do not live in the Swansboro Town Limits or Onslow County to advisory boards.

Eric Young of 116 Water Street shared with the board that he currently serves as an alternate on the Historic Bard and would like to be considered for appointment to the vacant regular seat.

Adoption of Agenda

On a motion by Mayor Pro Tem Justice, seconded by Commissioner Eckendorf, the agenda was unanimously approved.

Appointments/Recognitions/Presentations

Board Appointments – Historic Preservation Commission and TDA

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 Historic

Preservation Commission had four (4) seats to consider for appointment/reappointment – 3 regular and 1 ALT, and the Tourism Development Authority had three (3) seats to consider for appointment/reappointment.

Commissioner Conaway shared that he felt the individuals who want consideration for appointment to advisory boards should be in attendance at the meeting to introduce themselves because he did not know many of those interested.

Commissioner Eckendorf agreed that those interested in appointment or reappointment should be in attendance at the meeting and he would not appointment anyone to a board that didn't come to the meeting.

Commissioner Philpott shared that these appointments should have been held during the organizational meeting as they have been in the past and by holding a meeting during the daytime is not conducive because many people are at work during the daytime and should not make these appointments. Additionally, details related to the experience of those interested in appointment were also provided to assist with their decision and/or to learn more about the individuals.

Mayor Pro Tem Justice and Commissioner Brown also shared that they agreed with comments made by the other board members related to interested individuals attended the meeting and not holding the appointments during a special day time meeting.

Mayor Davis shared that the two boards in which they were considering appointments had administrative items to handle.

In response to inquiries from the board Town Clerk Fender clarified the following:

- Board expirations occur in December and June of each year.
- The Board of Commissioners provided contact information for all interested individuals so that they could contact them if they wished to.

On a motion by Commissioner Philpott, seconded by Commissioner Brown, with unanimous approval, board appointments were tabled to the first meeting in January.

Business Non-Consent

2024 Board of Commissioners Meeting Schedule

Town Clerk Fender reviewed that 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. However, a conflict with meeting on Thursdays had been discovered. The ONWASA Board of Directors meetings were already scheduled to be on Thursdays. Mayor Davis was appointed to that board; therefore, it was recommended changing the meetings to 6:00 pm on either the second and fourth Tuesday or Thursday. A revised

meeting schedule for those considered dates was provided to the board and it was noted that the months of October and December would only have 1 meeting due to a meeting either falling on a Holiday or close to a Town Event. Due to the change in day and time, the Town Code Chapter 30.25 and Board of Commissioners Policy 1 required updating to be consistent.

On a motion by Commissioner Philpott, seconded by Mayor Pro Tem Justice the 2024 regular meeting schedule for the Board of Commissioner for the second and fourth Tuesday of each month was approved unanimously.

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, Ordinance 2023-O13 amending Town Code Chapter 30.25 and Board of Commissioners Policy 1 were amended accordingly and approved unanimously.

Employee Christmas Bonus Consideration

Finance Director Johnson reviewed that at its December 11, 2023, regular meeting, the Board directed staff to prepare some options for the Board to consider a Christmas bonus. The two options provided for consideration were:

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

Mayor Davis recommended that full time employees get \$200, Part time get \$100, and volunteers get \$50.

In response to inquiries from the board Finance Director Johnson clarified the following:

- A budget amendment would be needed either way to accomplish providing the bonus for payment this FY
- Employees already earn a longevity bonus, paid each year in December.
- Continuing this bonus should be discussed during the budget process.

Commissioner Philpott shared that consideration for this bonus to be implemented on an annual basis was needed and should be handled in an organized fashion. Longevity was created to be a Christmas bonus and if this added cost was going to continue annually, then consideration should be given to increasing the longevity compensation.

On a motion by Mayor Pro Tem Justice, seconded by Commissioner Eckendorf, Budget Ordinance Amendment #2024-5 was approved unanimously to provide a Christmas bonus of \$200 for full-time employees, \$100 for part-time employees and \$50 for volunteers.

Public Comment

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

Board Comments

Board members shared their appreciation to staff and wished all individuals in attendance a Merry Christmas.

Mayor Davis shared the following:

- He had received comments about the Town Christmas lights along Highway 24 and wanted staff to see about improving them to look more like Cedar Points.
- His wife was willing to do a vision workshop with the Board, free of cost.
- Wanted to recognize those who received employee of the Quarter and Firefighter of the year at the Sam Bland Award banquet.

Closed Session

On a motion by Commissioner Philpott, seconded by Mayor Pro Tem Justice the board entered 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.

Pursuant to a motion duly made and seconded in closed session the board returned to open session. No action was taken.

Adjournment

On a motion by Commissioner Phillipott, seconded by Commissioner Conway, the meeting adjourned at 10:57 am.