

**Town of Swansboro**  
**EOC/PSB Site Selection Committee**  
**February 28, 2024, Special Meeting Minutes**

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

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**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.

**New Business**

*Adoption of Regular Meeting Schedule*

Town Clerk Feder reviewed that pursuant to NCGS 143-318.12 a public body may establish a schedule of regular meetings, showing the time and place and a copy of the schedule shall be filed with the Town Clerk. A regular meeting schedule for the next 3 months for meetings to be held every Monday at 5 pm was provided for consideration. There were 2 dates in which there were schedule conflicts – March 11 and May 6.

On a motion by Ms. Anderson, seconded by Mr. Freeman, the proposed meeting schedule was adopted unanimously.

*Review records of actions taken by prior EOC Committee*

Fire Chief Randall shared with the committee a Public Safety Building Property Exploration Working Group Report that was drafted for the prior EOC Committee. The report provided details related to the Fire Departments coverage area/district, call volume details for 2019-2022 that included a map of incidents per square mile in the district, in the Swansboro only area, and the White Oak River area only.

In response to inquires from the board Fire Chief Randall clarified the following:

- Response time to the Shadow Creek Subdivision from the current location was 4.5 minutes.
- The maps provided are included in the Fire Departments Strategic Plan.

*Consider parameters for drafting a Land Solicitation Packet*

Committee members discussed the paraments that were desired for a Land Solicitation Packet. The following paraments for the packet were identified.

- Map of the area the property should be located in
- 3 acres minimum, with option to purchase more
- Description of property to include address, parcel ID & ownership details
- Survey if available

- Disclose the following:
  - o Listed with a realtor
  - o If property has title or easement issues
  - o If any engineer or testing had been completed for the property
  - o Any environmental concerns
  - o Previously known uses
- Amount willing to sell for
- Assignable Offer to Purchase with an expiration date (to be drafted by Town Attorney)

Mr. Walsh provided a purpose statement for inclusion in packet creation. A draft packet based on the parameters listed above along with a draft ad for publication in the newspaper would be reviewed at the next meeting.

### **Adjournment**

On a motion by Mr. Freeman seconded by Commissioner Eckendorf the meeting adjourned at 6:30 pm with unanimous approval.