



**Town of North Topsail Beach
Board of Aldermen Special Meeting**

Tuesday, December 02, 2025, at 11:00 AM

Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460

(910) 328-1349 | www.northtopsailbeachnc.gov

*Mayor - Joann M. McDermon
Alderman - Richard Grant
Alderman - Connie Pletl
Town Manager - Alice Derian*

*Mayor Pro Tem - Tom Leonard
Alderman – Mike Benson
Alderman – Laura Olszewski
Town Clerk – Alexis Stanfield*

I. CALL TO ORDER (Mayor McDermon)

II. INVOCATION (Alderman Benson)

III. PLEDGE OF ALLEGIANCE (Mayor Pro Tem Leonard)

IV. APPROVAL OF AGENDA

Specific Action Requested: Mayor may request for a motion to adopt the agenda

V. PUBLIC PRESENTATIONS AND HEARINGS

- A. Fiscal Year 2024 - 2025 Audit
- B. Coastal Engineer Monthly Report - Fran Way

VI. ORGANIZATIONAL MEETING

- A. Farewell Remarks
- B. Oaths of Office
- C. Election of Mayor Pro Tempore

Specific Action Requested: Mayor may request a nominee/motion for Mayor Pro Tem

D. Certifications of Appreciation

Joann McDermon 2019 - 2025

Tom Leonard 2011 - 2015, 2017 - 2025

Mike Benson 2021 - 2025

E. Board of Aldermen Liaison Appointment Discussion

1. Beach Inlet and Sound Advisory Committee
2. Topsail Island Shoreline Protection Commission
3. United States Army Corp of Engineers Shallow Draft Inlet EIS
4. Federal and State Legislative Appointees
5. CIP Committee
6. Parking Committee
7. Parks and Recreation
8. Revetment Committee
9. Board of Alderman Check Signatories
10. Greater Topsail Area Chamber of Commerce and Tourism
11. ONWASA
12. Onslow County Board of Commissioners
13. Jacksonville Urban Area Metro Planning Organization Technical Committee
14. Camp Lejeune
15. N.C. Coastal Resource Commission
16. Greater Topsail Community Alliance

Specific Action Requested: The Board shall discuss the appointment of members of the Board to boards, commissions, and committees. Mayor may ask for nominee/motion to appoint members

VII. MANAGER'S REPORT

VIII. OPEN FORUM

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Alderman has control.

IX. CONSENT AGENDA

A. Approval of Minutes

November 7, 2025, Board of Alderman Special Meeting Minutes

B. Department Head Reports

1. Finance Department
2. Fire Department
3. Inspections Department
4. Planning Department
5. Police Department

C. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC <https://tispc.org/minutes/>
4. ONWASA
5. Parks & Rec Committee

D. NCTVS Motor Vehicle Refunds

Specific Action Requested: Mayor may request a motion to approve the consent agenda

X. CONTINUING BUSINESS

XI. NEW BUSINESS

A. Approval of Calendar Year 2026 Board of Aldermen Regular Meeting Schedule - Lexi Stanfield

Specific Action Requested: Mayor may request a motion to approve the 2026 Regular Meeting Schedule

B. Beach Program - Mayor Grant, Chris Gibson

C. Appointment of Three Check Signatories

Specific Action Requested: Mayor may request a motion to appoint three Board members as check signatories

D. Discussion of Electric Bikes on the Beach - Alderman Olszewski

E. Amended Rules of Procedure - Chip Payson

Specific Action Requested: Mayor may request a motion to approve the amended Rules of Procedure

F. Planning Board and Board of Adjustments Consolidation Discussion - Chip Payson

Specific Action Requested: The Board will discuss the option to consolidate the Planning Board and Board of Adjustments. Mayor may request a motion to approve the consolidation

G. Obligations and Responsibilities of the Board - Chip Payson

H. CA 2026-26.27 Contract Authorization for Roth Staffing Companies L.P. - Manager Derian

Specific Action Requested: Mayor may request a motion to approve the Contract Authorization 2026.26-27

Specific Action Requested: Mayor may request a motion to approve the contract with Roth Staffing Companies L.P.

XII. OPEN FORUM

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XIII. ATTORNEY'S REPORT

XIV.MAYOR'S REPORT

XV. ALDERMAN'S REPORT

XVI.CLOSED SESSION

XVII. ADJOURNMENT