



Board of Commissioners Agenda

Town of Swansboro

Tuesday, October 27, 2026

Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Douglas Eckendorf, Commissioner
Tamara Pieratti, Commissioner | Wayne Herbert, Commissioner | Timothy Vannoy, Commissioner

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda. There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

III. Adoption of Agenda and Consent Items

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and little or no controversy. These items may be voted on as a single group without Board discussion "or" if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

III. Consent Items:

- a. June 9, 2026, Regular Meeting Minutes
- b. June 15, 2026, Special Meeting Minutes
- c. June 23, 2026, Regular Meeting Minutes
- d. July 14, 2026, Regular Meeting Minutes
- e. Resolution 2026-R10 Declaring Official Intent to Reimburse Expenditures Public Services Truck & Police Interceptor Vehicle
- f. Budget Ordinance Amendment #2027-5
- g. Tax Refund Request
The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$338.32.
Vehicle Tax
Copeland, Thomas G & Judith C - \$249.30 - Sold/Traded
Naber, Gerald A & Terry D - \$29.51 - Sold/Traded
Poland, Twila Lyn - \$11.03 - Sold/Traded
Zamora, Jesus & Carissa M - \$48.48 - Tag Surrender

IV. Appointments/Recognitions/Presentations

- a. **Onslow Coastal Alliance Future Forward**
Presenter: Melissa Brandt –Chief Executive Officer OCA (Formerly JOED)
- b. **Board Appointments**
Presenter: Alissa Fender, MMC – Town Clerk

Due to a resignation, a board appointment is needed for the Parks Board.

Recommended Action: Consider appointment to the Parks Board

V. Public Hearing

VI. Business Non-Consent

- a. **Municipal Park Revitalization Project**
Presenter: Anna Stanley – Parks & Recreation Director

Presentation of the completed Municipal Park Master Plan outlining the long-term vision for Municipal Park, with consideration of accompanying CIP amendments and formal adoption of the Master Plan Report by resolution will be provided.

Recommended Action: Motion to adopt Resolution 2026-R11 and approve Swansboro Municipal Park Master Plan and CIP Amendment.

- b. **Lease Agreement for 502 Church Street (Swansboro Historical Association)**
Presenter: Jon Barlow – Town Manager

Consider establishing the annual lease rate and approval of a lease for approximately 4,052 square feet of space within the Town-owned building located at 502 Church Street (Emmerton School/Old Town Hall) for continued operation of the Swansboro Area Heritage Museum.

Recommended Action:

- 1. Motion to approve Resolution 2026-R12*
- 2. Motion to establish an annual lease rate of \$_____ for the Swansboro Historical Association's use of approximately 4,052 square feet at 502 Church Street; designating [the Town or SHA] as responsible for utility costs and approve the one-year lease agreement with these terms;*
- 3. Provide direction to staff on SHA's request for as-needed use of other Town-owned facilities not covered by its lease at no cost.*

- c. **Resilient Coastal Communities Program (RCCP) Grant Application**
Presenter: Jon Barlow – Town Manager

The Town seeks Board approval to engage WithersRavenel for \$5,000 to prepare a new RCCP Phase 4 grant application and update construction cost estimates for the Water Street Drainage Improvements Project ahead of the November 10, 2026, application deadline.

Recommended Action: Motion to approve Resolution 2026-R13 and the proposal from WithersRavenel in the amount of \$5,000 to finalize all steps necessary to proceed with the RCCP Phase 4 grant application on behalf of the Town of Swansboro.

d. **Monthly Financial Report as of September 30, 2026**

Presenter: Sonia Johnson – Finance Director

e. **Future Agenda Topics**

Presenter: Alissa Fender, MMC – Town Clerk

Future agenda items are shared for visibility and comment. In addition, an opportunity is provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

Citizens have an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda.

IX. Manager's Comments

- a. Projects Brief
- b. Department Reports

X. Board Comments

XI. Closed Session

XII. Adjournment