



Board of Commissioners Organizational Meeting Agenda

Town of Swansboro

Tuesday, December 09, 2025

Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Pat Turner, Commissioner
Douglas Eckendorf, Commissioner | Joseph Brown, Commissioner | Tamara Pieratti, 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. October 28, 2025, Regular Meeting Minutes
- b. October 28, 2025, Closed Session Minutes
- c. November 17, 2025, Special Meeting Minutes
- d. November 17, 2025, Closed Session Minutes
- e. November 25, 2025, Regular Meeting Minutes
- f. November 25, 2025, Closed Session Minutes

IV. Appointments/Recognitions/Presentations

- a. **Samuel Swann Bland Community Service Award**
Presenter: Mayor William Justice

The Samuel Swann Bland Community Service Award was created to honor the diligence, hard work, leadership, and dedication that characterized the contributions of Sam Bland to the public and the Swansboro Community. The award is made annually to a public employee, civic leader, or community volunteer that has demonstrated the qualities of outstanding dedication to the improvement of community services that were exhibited in the career and contributions of Samuel Swann Bland.

V. Public Hearing – none

VI. Business Non-Consent

a. Oaths of Office Ceremony

William Justice – Mayor

Administered by: Representative Wyatt Gable

Jeffrey Conaway – Commissioner

Administered by: Representative Wyatt Gable

Wayne Herbert – Commissioner

Administered by: Onslow County Commissioners Chairman Tim Foster

Claude Timothy Vannoy – Commissioner

Administered by: Onslow County Commissioners Chairman Tim Foster

b. Mayor Pro Tem Appointment

Presenter: Alissa Fender – Town Clerk

In accordance with NCGS 160A-70 and Town Code 30.06, the Board of Commissioners shall select one of their number to act as Mayor Pro Tem.

Recommended Action:

1. Select Mayor Pro Tem

2. Administer the Oath of Office to the Mayor Pro Tem

c. Appointment of Representative to ONWASA

Presenter: Alissa Fender – Town Clerk

ONWASA's Board of Directors are appointed to three-year terms by the local governments in the service area. The Board is composed of eight members whose regular meetings are held at Jacksonville City Hall, 815 New Bridge Street, Jacksonville, NC.

Recommended Action: Make appointment to ONWASA Board of Director's

d. East Carolina Council Appointment

Presenter: Alissa Fender, MMC – Town Clerk

Annually, a Board member is selected to serve as a local jurisdiction representative on the East Carolina Council (ECC) General Membership Board.

Recommended Action: Select a board member for appointment to the ECC General Membership Board for 2026.

e. 2026 Board of Commissioners Meeting Schedule

Presenter: Alissa Fender – Town Clerk

NCGS 160A-71 provides that the Board establishes a time and place for its regular meetings. The 2025 meeting schedule has been prepared based on the Town's Administrative Policy 1F which states that the Board of Commissioners meeting dates fall on the 2nd and 4th Tuesday of each month. Once adopted, the meeting schedule will be posted on the bulletin board outside the Administrative Offices at Town Hall and on the Town website.

Recommended Action: Motion to adopt the 2026 Regular Meeting Schedule.

f. **Budget Ordinance Amendment #2026-3**

Presenter: Jon Barlow – Town Manager

A Budget Ordinance Amendment is requested for mold remediation at the Public Safety Building.

Recommended Action: Motion to approve Budget Ordinance Amendment #2026-3

g. **Future Agenda Topics**

Presenter: Alissa Fender – 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

X. Board Comments

XI. Closed Session

XII. Adjournment