



Board of Commissioners Agenda

Town of Swansboro

Tuesday, July 22, 2025

Revised 7/21/2025

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. April 29, 2025, Special Meeting Minutes
- b. May 13, 2025, Regular Meeting Minutes
- c. May 13, 2025, Closed Session Minutes
- d. May 27, 2025, Regular Meeting Minutes
- e. Resolution Declaring Surplus Property and Authorizing Disposal
- f. Special Event Application Fee Waiver – Little Pink Houses of Hope

IV. Appointments/Recognitions/Presentations

a. Board Appointments **Updated 7/21/2025**

Presenter: Alissa Fender, MMC – Town Clerk

Board appointments are needed on the Planning Board for 1 in-town seat and 1 ETJ seat.

Recommended Action: Consider appointments to the Planning Board

b. Fire Department – Mid-Year Performance Report

Presenter: Jacob Randall – Fire Chief

The Swansboro Fire Department will present its Mid-Year Performance Report, highlighting current performance, strengths, areas for improvement, and operational challenges. This report also supports requirements for the Community Risk Assessment/Standard of Cover Certification BETA program and Agency Accreditation.

Recommended Action: Receive report.

V. Public Hearing - None

VI. Business Non-Consent

a. NC League of Municipalities Cybersecurity Services

Presenter: Jon Barlow – Town Manager

The NC League of Municipalities is offering a no-cost cybersecurity support program through its ARP grant to help towns strengthen their defenses against cyber threats. The program includes assessments, consulting, training, and ongoing support to improve cybersecurity readiness. To participate, the Town must adopt a resolution to authorize execution of a Memorandum of Agreement (MOA) with the NC League of Municipalities.

Recommended Action: Motion to adopt Resolution 2025-R8 to authorize execution of Memorandum of Agreement (MOA) with the NC League of Municipalities.

b. Engineering Services Contract for Sidewalk Project

Presenter: Jon Barlow – Town Manager

Request to enter into a professional services engineering contract with Arendell Engineers for the Sidewalk project.

Recommended Action: Approve the Engineering Services Contract with Arendell Engineers.

c. Monthly Financial Report as of June 30, 2025

Presenter: Sonia Johnson – Finance Director

d. 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

- a. Projects Brief
- b. Department Reports

X. Board Comments

XI. Closed Session Added 7/21/2025

- a. *Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (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 price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.*

XII. Adjournment