



# 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**

**Town of Swansboro**  
**Board of Commissioners**  
**October 28, 2025, Regular Meeting**

Item III - a.

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, Commissioner Douglas Eckendorf and Commissioner Tamara Pieratti.

\*\*\*\*\*

**Call to Order/Opening Prayer/Pledge**

The meeting was called to order at 6:00 pm and Mayor Justice led the Pledge of Allegiance.

**Public Comment**

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were made.

**Adoption of Agenda and Consent Items**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf, the consent items below and the agenda as amended to add *Visitor's Center Discussion* were unanimously approved.

- September 9, 2025, Regular Meeting Minutes
- September 9, 2025, Closed Session Minutes
- Tax Refund Requests
  - Beasley, Susan Quigley                      \$21.94                      Over Assessment
  - Hackney, Andrea Marie                      \$21.64                      Tag Surrender

**Appointments/Recognitions/Presentations**

*Recognition of Swansboro High School Student 2 Student Team*

Mayor Justice recognized the Swansboro High School Student 2 Student team, honoring them for their outstanding achievement in being named the 2025 MCEC National High School S2S Team of the Year. The Board and community extended heartfelt congratulations to the team for their exemplary performance and dedication, which had brought great distinction to both the school and the town.

**Business Non-Consent**

*Beautification Committee Proposal Follow-up*

Manager Jon Barlow reviewed that the Beautification Committee had presented a proposal at the August 26, 2025, Board meeting, where the committee outlined its guidelines, proposed bylaws, and purpose. After direction from the board for other options such as private entities to be explored, the town attorney advised on three options which were forming an advisory committee, establishing an independent commission, or the group maintaining a private nonprofit status. Manager Barlow noted different rules apply depending on the option chosen. On October 8, 2025, staff and the proposed

committee met again to reassess these possibilities, including forming a 501(c)(3) nonprofit, although concerns over the expense and time were raised. Manager Barlow proposed partnering with existing nonprofits, like the Chamber of Commerce, as a way to support Swansboro's current initiatives.

The Board engaged in a general discussion about the proposal to establish an advisory Beautification Committee. There was overall agreement on the idea of such a committee, recognizing its necessity for the town. Concerns were raised about staff involvement; the consensus was to limit additional staff support to only the town clerk for taking meeting minutes. The Board emphasized that the committee should operate independently in regard to research and drafting proposals, reducing demand on town staff. They also discussed the selection process for committee members, noting that board approval was necessary for appointments with current advisory committees. Concerns were expressed regarding potential jurisdictional overlap with the Historic Commission, particularly with planned enhancements in areas like the downtown historic district that would require approval. Overall, the board requested steps to provide clarity, feasibility, and minimal impact on resources moving forward.

Cynthia Lecorte, Doug Rogers, and Karen Miller, all interested in serving on the proposed committee, address the board sharing that it was desired for the committee to be created as an official town advisory committee named the Appearance Committee under State Statute 160D-304. They reviewed the statute thoroughly and expressed their readiness to adhere to its requirements, proposing five regular and two alternate members. They highlighted the advantages of open meetings for transparency, the town handling finances for accountability, potential grant opportunities, and increased collaboration with town boards. Such committees are common in the state, particularly in historic towns like Wendell and Sanford, which had successful models. The committee was committed to operating within regular business hours to respect town staff and suggested potential projects such as decorative street lighting and enhancements to town areas. They plan to use grant money, sponsorships, and local support to fund these initiatives.

In response to an inquiry from the Board, Attorney Rasberry clarified that if the Appearance Commission were to operate under the town charter, it would not have independent control over funds. Instead, a separate account would be configured within the town's financial system, overseen by the finance department. While the commission could apply for grants, any funds received would be required to pass through the town's accounting system.

On a motion by Commissioner Eckendorf, seconded by Commissioner Turner, with unanimous approval, the Appearance Committee was created as an advisory committee

with the stipulation that no additional staff support beyond the town clerk for meeting minutes would be provided.

Attorney Rasberry shared that final creation of the committee would occur at a future meeting by way of an Ordinance Amendment to the Town Code and/or UDO.

#### *Monthly Financial Report as of September 30, 2025*

Finance Director Sonia Johnson presented the September 2025 financial report. She highlighted the following points:

- The General Fund showed a deficit of \$62,632, primarily due to ad valorem tax revenue not being collected until November-December, which resulted in expected deficits.
- Excess of revenues over expenditures totaled \$12,428, with overall departmental expenditures at 21.14% of budget, while certain areas like non-departmental expenses, downtown facilities, and Mullet Fest exceeded budget expectations.
- Enterprise Funds show a revenue surplus with \$98,287 for Stormwater and \$6,924 for Solid Waste.

Director Johnson Summarized town debt, loan balances, and cash and investment accounts, noting declining TD Bank rates.

#### **Future Agenda Topics**

Future agenda items were shared for visibility and comments. In addition, an opportunity was provided for the board to introduce items of interest and subsequent direction for placement on future agendas. No additional items were requested.

#### *Visitor's Center Discussion*

The board discussed the urgent need to repair restrooms at the visitor center, especially with upcoming holidays, and proposed installing basic facilities like toilets and sinks. It was confirmed that there were available facilities, including toilets, shower stalls, and a washer/dryer, suitable for a boater facility. Installing either full facilities or just basic restrooms would require similar work. For large events, additional porta potties were suggested as an interim solution. The target for completing comprehensive repairs was suggested to be by Memorial Day. Daily restroom accessibility was emphasized as important, aiming to complete installations fully. Concerns were expressed about potential further delays causing issues, advocating for timely action despite any lease considerations that were still ongoing related to the Church Street dock.

Town Manager Barlow noted that similar work was required for both options, with potential additional costs for showers and laundry. It was also confirmed that mold remediation was in progress, HVAC systems are being upgraded, and drywall repairs are needed, with lease impacts indicating improved taxpayer services.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Turner, unanimous authorization was given for staff to proceed with repair to the visitor center in order to get the facility and bathrooms reopened.

### **Public Comment**

Mary Pat Smey of 221 Knightheds Drive, shared with the Board that she was in the process of creating a nonprofit similar to the former Swansboro Area Development Foundation (SADF), to support town events and ease staff burdens. Highlighting logistical issues with activities like Veterans Day, she suggested a structure to assist with staffing and budget needs. Tentatively named "Swansboro Civic Alliance," the organization would partner with about 18 local groups, such as Rotary, to boost tourism and involve youth and retirees in events like the Mullet Festival.

### **Board Comments**

Commissioner Turner thanked staff and praised the financials as always being in top shape. She congratulated the appearance committee and expressed high hopes for great things to happen. She recognized Mary Pat Smey's constant involvement and thanked everyone for attending.

Mayor Pro Tem Conaway thanked staff and noted the new black and white police car on patrol. He mentioned two more patrol cars were coming and hoped the chief could deploy them to deter speeders on Highway 24. He suggested contacting the speeding task force as they hadn't visited in a while, believing that their presence in pulling people over might slow traffic. Conaway thanked everyone for attending and participating in the democratic process, noting that while outcomes vary, public input was how the system works.

Commissioner Eckendorf welcomed the new advisory committee aboard. He then asked Manager Barlow for help fulfilling a promise made in open meeting to address public information about the integrated emergency operations center and safety facility. He requested something explaining how the concept started, what it's integrated into, and how grants were awarded recognizing Swansboro's need for an EOC while also addressing the deficient public safety building. Eckendorf apologized for the four-year timeline causing confusion and asked that a document be created to help the public understand what was happening and why.

Manager Barlow explained that after Hurricane Florence in 2019, the town found the current facility substandard. Three engineering firms assessed it from 2019-2020, all concluding it was beyond repair. With early funding, plans for a new EOC, fire station, and police station were developed. The town was still looking for suitable land, with

location challenges for emergency responders. Manager Barlow agreed to create a publicly available document detailing this information.

Commissioner Brown thanked staff and attendees, noting the smaller crowd was positive. He praised Mary Pat's initiative and looked forward to seeing the tax-exempt status completed. Brown highlighted multiple existing organizations in town - Rotary, Masonic Temple, American Legion, VFW - full of the retirees Smey described who could support her efforts. He joked that since retirement, he doesn't know how he had time to work given all the activities available.

Mayor Justice thanked first responders, noting the information source was Mary Pat's Facebook page. He congratulated the new committee and commended Mary Pat's efforts on easing staff tasks, fostering collaboration. On road funding concerns, Justice confirmed ongoing communication with Representative Gable, stating funds remain tight. Two crosswalks are planned near McDonald's and Walmart, with a possible third if funds allow. He appreciated the rapid Mullet Festival relocation, addressed merchant feedback, and offered quarterly discussions to support merchant needs, though merchants opted for self-coalition, which he supports but remains willing to assist.

### **Closed Session**

On a motion by Commissioner Brown, seconded by Commissioner Pieratti, and with unanimous approval the board entered 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 was 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.

Pursuant to a motion duly made and seconded in closed session the board returned to open session with nothing to report.

### **Adjournment**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, the meeting adjourned at 8:07 pm.



**Town of Swansboro**  
**Board of Commissioners**  
**November 17, 2025, Special Meeting Minutes**

In attendance: Mayor William Justice, Commissioner Pat Turner, Commissioner Tamara Pieratti, Mayor Pro Tem Jeffrey Conaway and Commissioner Joseph Brown. Commissioner Douglas Eckendorf was absent.

\*\*\*\*\*

**Call to Order/Opening Prayer/Pledge**

The special meeting was called to order at 6:00 pm and Mayor Justice reviewed that the purpose of the meeting was 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.

**Closed Session**

On a motion by Commissioner Brown, seconded by Mayor Pro Tem Conaway the board entered 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.

Pursuant to a motion duly made and seconded in closed session the board returned to open session with nothing to report.

**Adjournment**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, the meeting adjourned at 7:10 pm.

**Town of Swansboro**  
**Board of Commissioners**  
**November 25, 2025, Regular Meeting Minutes**

Item III - e.

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, Commissioner Douglas Eckendorf and Commissioner Tamara Pieratti.

\*\*\*\*\*

**Call to Order/Opening Prayer/Pledge**

The meeting was called to order at 6:00 pm and Mayor Justice led the Pledge of Allegiance.

Mayor Justice took the opportunity to recognize several individuals in attendance. He acknowledged former commissioners Laurent Meilleur and Junior Freeman, as well as future commissioners Wayne Herbert and Tim Vannoy, and thanked them for their past and future service to the town.

**Public Comment**

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were made.

**Adoption of Agenda and Consent Items**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Turner, the consent items below and the agenda as presented were unanimously approved.

- September 23, 2025, Regular Meeting Minutes
- October 9, 2025, Special Meeting Minutes
- October 9, 2025, Closed Session Minutes
- Tax Refund Requests
- Amended Audit Contract with Gregory T. Redman, CPA (July 1, 2024, through June 30, 2025)

**Appointments/Recognitions/Presentations**

*Recognition of Fire Engineer Stalin Germosen*

Fire Chief Jacob Randall presented Stalin Germosen with the Follow the Footsteps award, which was typically given during the Tunnel to Towers 5K run in honor of FDNY firefighter Steven Siller. Mr. Germosen missed the event due to scheduling conflicts. Chief Randall praised Germosen for his service in the Swansboro Fire Department and his role as a full-time fire captain at Camp Lejeune. Germosen's commitment, guidance to fellow firefighters, and selfless sacrifices demonstrate leadership and loyalty, embodying Siller's values.

### *Employee Introduction and Oath of Office*

Police Chief Dwayne Taylor introduced two new officers, Daniel Gregor and Steven Ferguson. Gregor, an active reserve Marine Corps Captain, and Ferguson, a local resident whose family was raised in Swansboro. Mayor Justice administered the oath of office to both officers.

### *Recognition of Outgoing Board Members*

Town Manager Jon Barlow recognized outgoing commissioners Pat Turner and Joe Brown for their dedication. Joe was elected in December 2023, having served previously on the Planning Board and Travel and Tourism Development Authority. Pat served on the Planning Board from 1999 to 2013, joined the Town Board of Commissioners until 2023, and returned for an unexpired term until 2025. Barlow humorously remarked on the "low stress and high pay," highlighting their actual contributions. He praised them for thoughtful questioning, aiding in effective decisions, and noted their involvement in 59 major actions like zoning, grant applications, and budget management. Notable achievements were infrastructure improvements, public safety, and ARP fund utilization.

Town Clerk Alissa Fender presented gifts to the outgoing commissioners which was a swan statue that included an inscription of their terms. She expressed that it had been a pleasure to serve as their clerk.

Commissioner Brown took a moment to extend his heartfelt gratitude to the staff for the invaluable support they provided throughout his term. He emphasized their professionalism and dedication in addressing various challenges that the town faced, acknowledging the crucial role they played in his tenure. Although he admitted to occasionally having disagreements with Manager Barlow, he shared his appreciation for Barlow's persistent efforts and commitment to enhancing the town. Commissioner Brown expressed his deep gratitude to the town's residents for their trust and the privilege of serving them as a commissioner. He warmly invited anyone who might encounter him in public to stop and engage in conversation.

Commissioner Turner expressed gratitude to town staff for making her job easier by answering questions and being supportive. She thanked regular attendees at meetings and expressed her love for Swansboro as a great place to live. Commissioner Turner encouraged continued participation and feedback from citizens. She shared her appreciation to her fellow commissioners, acknowledging disagreements but emphasizing the importance of listening and moving forward after decisions. She looked forward to time off after serving since 1999, assured no regrets, and found it very

rewarding. Additionally, she congratulated the future commissioners, Tim Vannoy and Wayne Herbert, wishing them success in keeping Swansboro great.

Board members expressed their deep appreciation for the service of the outgoing commissioners, highlighting their professionalism, integrity, and the friendships formed during their tenure. They praised one commissioner for their graciousness and long-term commitment and the other for their boldness and dedication to doing the right thing, sharing experiences that forged strong connections. The board noted that any disagreements were handled with civility and professionalism, respecting differing perspectives. They appreciated the positive and productive dynamics brought to the board and shared that they would miss their contributions.

### **Business Non-Consent**

*Monthly Financial Report as of October 31, 2025*

Finance Director Sonia Johnson presented the October 2025 financial report. She highlighted the following points:

- The General Fund showed a deficit of \$310,528, which was expected to change with upcoming ad valorem tax revenue reflected in next month's report; the actual current deficit stands at \$195,928.
- Total expenditures were at 30.17% of the budget, which was 3.15% below the monthly projection.
- Stormwater Enterprise Fund showed an excess of revenue over expenditures of \$104,405, with collections estimated at 91.85% for the year, although a lack of a Public Works Director delayed repairs.
- Solid Waste Enterprise Fund showed an excess of revenues over expenditures of \$27,091, noting that the figures presented could change when existing pending invoices were processed and reflected in a future report, which could provide a more accurate picture of the fund's financial standing.

Overall, town debt, loan balances, and cash/investment accounts remain unchanged from the prior month. A grant update was provided showing unencumbered balances,

Mayor Pro Ten Conaway commented about the \$250,000 listed under the governing body budget, earmarked for Project Coffee, stating that he heard it might be a dead deal and suggested that if it was indeed dead, the funds needed to be reallocated.

### *Future Agenda Topics*

Future agenda items were shared for visibility and comments. In addition, an opportunity was provided for the board to introduce items of interest and subsequent direction for placement on future agendas. The following items were addressed:

- The December 23, 2025, Regular meeting was canceled with items scheduled for that meeting moved to the first meeting in January
- Discussion on status of established committees
  - o EOC Site Selection Committee
  - o Swimming Pool Committee

### **Public Comment**

Linda Thornley of 104 Elizabeth Avenue praised Pat Turner, calling her a community symbol for her 26 years of service. She humorously claimed credit for Commissioner Brown and Mayor Pro Tem Conaway getting along due to her putting them in the dunk tank and invited Joe back for Military Appreciation Day. Mrs. Thornley announced the Military Affairs Committee's Veterans Dinner at the Rotary Civic Center was scheduled for December 11th, expecting around 200 attendees, and extended an invitation to attend to the board. She also shared that a TDA grant workshop was planned for January or February and promised updates on it.

### **Manager's Comments**

Town Manager Jon Barlow had several updates to share.

- The panic button and security camera installation at Town Hall were completed and went live.
- The Progress Energy pole and line replacement project was ongoing, with no significant service interruptions reported. The project covered the entire service district served by the Belgrade-Swansboro substation and was expected to continue through spring and summer.
- The tree lighting event went well, with growing attendance each year and favorable weather.
- The Flotilla was scheduled for Friday, November 28th. Streets would be closed, and parking shuttles would be provided from Ward Farm. Entire Town Hall parking lot would be handicap parking.
- Town Hall would be closed for Thanksgiving on November 27th and 28th, and also on December 25th and 26th for Christmas.

### **Board Comments**

Commissioner Turner once more thanked the staff and citizens attending meetings. She encouraged continual attendance and sharing of opinions to maintain Swansboro's progress. She appreciated the board's efforts and offered her assistance at town hall if needed.

Mayor Pro Tem Conaway thanked the staff for their accurate information and addressed the advisory boards. He urged chairmen to track attendance, and to report when members were missing multiple meetings. He requested this info be emailed to him, Bill, or any board members. He welcomed the new police officers and congratulated Mr. Germosen on his recognition.

Commissioner Eckendorf wished everyone safe holidays and addressed the police and fire chiefs about the increase in sirens lately. He praised the fire department for their training on Old Hammocks Beach Road and mentioned a recent incident in Hubert where multiple departments responded. He emphasized the dedication of first responders, especially during the busy holiday travel season, noting traffic had already begun to build up and encouraged patience and courtesy on the roads.

Commissioner Brown expressed that he had been remiss in not publicly congratulating Wayne Herbert and Tim Vannoy on their election as future commissioners. He conveyed his hopes that they would enjoy their time in office as much as he had, highlighting the exceptional staff they would have supporting them. He assured them that the staff would back them in all of their endeavors and help keep them on the right path.

Commissioner Pieratti thanked everyone for coming out, congratulated the new police officers and the firefighter on his well-deserved award. She thanked the town staff as always for doing a great job and wished everyone safe holidays. She also congratulated Tim Vannoy and Wayne Herbert.

Mayor Justice wished everyone a safe and happy Thanksgiving and thanked the citizens for attending the meeting. He expressed gratitude to town staff and departments, highlighting Public Works for their holiday decorations. He anticipated good working relationships with the new board, similar to the past, praising his collaboration with Mayor Pro Tem Conaway. Mayor Justice recommended commissioners provide summaries of any meetings they attend as commissioners, sharing his recent attendance at a JOED meeting. He reviewed that JOED was going through a reorganization, with the county helping to work with them over the next three years to find a new director and help fund some initiatives. He confirmed JOED was still viable and would probably work with the town on future projects. He reiterated his appreciation for Joe and Pat, noting it was a pleasure working with them and he would miss them.

### **Closed Session**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, and with unanimous approval the board entered closed session pursuant to N.C.G.S. 143-318.11 (a) (2) to review 2025 Sam Bland Award nominations; and (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 was 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.

Pursuant to a motion duly made and seconded in closed session the board returned to open session.

Mayor Justice reported that the Board had decided to enter into an agreement or an offer to purchase between MIAS Real Estate and the Town of Swansboro for 5 acres of property on Main Street Extension, subject to the review of legal terms and approved by both parties' attorneys, with a purchase price of \$1,300,000.

On a motion by Commissioner Brown, seconded by Commissioner Pieratti, authorization to enter into an agreement or an offer to purchase between MIAS Real Estate and the Town of Swansboro for 5 acres of property on Main Street Extension was unanimously approved.

### **Adjournment**

On a motion by Commissioner Brown, seconded by Commissioner Pieratti, the meeting adjourned at 7:39 pm.



# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Mayor Pro Tem Appointment**

Board Meeting Date: **December 9, 2025**

Prepared By: **Alissa Fender – Town Clerk**

---

**Overview:** 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.

**Background Attachment(s):** Town Code 30.06

**§ 30.06 SELECTION AND DUTIES OF THE MAYOR PRO TEM.**

(A) At the first meeting after their election, the Board of Commissioners shall select one of their number to act as Mayor Pro Tem. A Board member serving as Mayor Pro Tem shall be entitled to vote on all matters and shall be considered a Board member for all purposes, including the determination of whether a quorum is present.

(B) The Mayor Pro Tem shall have no fixed term of office. During the absence of the Mayor, the Board may confer upon the Mayor Pro Tem any of the powers and duties of the Mayor. If the Mayor should become physically or mentally incapable of performing the duties of his office, the Board may by unanimous vote declare that he is incapacitated and confer any of his powers and duties on the Mayor Pro Tem. Upon the Mayor's declaration that he is no longer incapacitated, and with the concurrence of a majority of the Board, the Mayor shall resume the exercise of his powers and duties.

(C) In the event both the Mayor and the Mayor Pro Tem are absent from a meeting, the Board may elect from its members a temporary chairman to preside in such absence.

(OC, § 2-1-6) (Am. Ord. passed 4-13-89)

Statutory reference:

For provisions on Mayor Pro Tem, see G.S. § 160A-70

**Recommended Action:**

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

---

**Action:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Appointment of Representative to ONWASA**

Board Meeting Date: **December 9, 2025**

Prepared By: **Alissa Fender – Town Clerk**

---

**Overview:** 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.

Commissioner Joe Brown currently serves as the Swansboro representative and has chosen to finish this year and step down opening the Swansboro representative seat up for appointment of an individual to complete his term that expires in 2027.

With ONWASA’s amendments to their Articles of Incorporation this past year, the requirement for the individual appointed to be a board member was removed. The board may appoint any individual, board member or not, to serve on the ONWASA’s Board of Directors.

**Background Attachment(s):** ONWASA 2026 Board of Directors Regular Meeting Schedule

**Recommended Action:** Make appointment to ONWASA Board of Director’s

---

**Action:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **2026 ONWASA BOARD OF DIRECTORS PROPOSED SCHEDULE OF REGULAR MEETINGS**

All Board of Directors Regular Meetings shall be held at Jacksonville City Hall, 815 New Bridge Street Jacksonville, 6:00 PM unless otherwise advertised.

Thursday, January 15, 2026

Thursday, March 19, 2026

Thursday, April 16, 2026

Thursday, May 21, 2026

Thursday, July 16, 2026

Thursday, September 17, 2026

Thursday, November 19, 2026

Approved the 13<sup>th</sup> day of November 2025.



# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **East Carolina Council Appointment**

Board Meeting Date: **December 9, 2025**

Prepared By: **Alissa Fender, MMC – Town Clerk**

---

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

ECC is governed by a General Membership Board and Executive Committee. The General Membership Board includes one County Commissioner from each member county and one representative from each municipality served by the organization. The General Membership meets quarterly to guide programming and discuss regional challenges. It also has the responsibility to adopt the annual ECC budget and elect officers for the Executive Committee.

Manager Barlow is currently serving as Swansboro's ECC representative.

## **Background Attachment(s):**

1. ECC Appointment Form
2. 2026 ECC Board Meeting Schedule

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

---

**Action:** \_\_\_\_\_

---

---



## 2026 Meeting Schedule

Meetings are held on the second Thursday of the month and are held in the Third-Floor Conference Room of the O'Marks Building, 233 Middle Street, New Bern.

<b><u>Schedule</u></b>	<b><u>Year 2026</u></b>
General Membership Board	January 8, 2026
Executive Committee	February 12, 2026
General Membership Board	March 12, 2026
Executive Committee	April 9, 2026
Executive Committee	May 14, 2026
General Membership Board	June 11, 2026
Executive Committee	July 9, 2026
Executive Committee	August 13, 2026 (date reserved if meeting is needed)
Executive Committee	September 10, 2026
General Membership Board	October 8, 2026
Executive Committee	November 12, 2026
No Meeting	December 10, 2026
Annual Celebration	TBD

\*NOTE – Committee Meetings (Budget and Audit Committee, Nomination Committee, etc.) will be announced as necessary.



# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **2026 Board of Commissioners Meeting Schedule**

Board Meeting Date: **December 9, 2025**

Prepared By: **Alissa Fender – Town Clerk**

---

**Overview:** 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.

A meeting scheduled is provided for review. The schedule does not include a first meeting in October because it occurs close to a Town Event.

**Background Attachment(s):** 2026 Regular Meeting Schedule

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

---

**Action:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## TOWN OF SWANSBORO

### Board of Commissioners

### 2026 Meeting Schedule

All meetings are held at 6:00 pm in the Community Room at Town Hall  
601 W. Corbett Avenue – Swansboro, NC 28584

January 13, 2026  
January 27, 2026

February 10, 2026  
February 24, 2026

March 10, 2026  
March 24, 2026

April 14, 2026  
April 28, 2026

May 12, 2026  
May 26, 2026

June 9, 2026  
June 23, 2026

July 14, 2026  
July 28, 2026

August 11, 2026  
August 25, 2026

September 8, 2026  
September 22, 2026

October 27, 2026

November 10, 2026  
November 24, 2026

December 8, 2026  
December 22, 2026



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2026-3**

Board Meeting Date: **December 9, 2025**

Prepared By: **Sonia Johnson – Finance Director**

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

**Public Buildings:** Staff identified areas of moisture intrusion within the Public Safety Building that resulted in mold growth. The presence of mold has created health and safety concerns for staff, as well as potential risks to the building's structural integrity if left unaddressed.

Following the initial assessment, a licensed contractor conducted a full evaluation of the affected areas. The contractor will follow established protocols based on guidelines from ANSI/IICRC S520 and the Environmental Protection Agency (EPA). These protocols include controlling contamination at the source and removing affected materials using air scrubbers/negative air systems, HEPA vacuuming, and application of an EPA-registered mold-killing product.

**Surfaces identified for remediation include:**

- All HVAC insulated ductwork
- Various surfaces within offices and other rooms
- Attic framework and rafters
- Bathroom wall cavity

The total cost for mold remediation, per the contractor's proposal, is \$11,780. This amount includes contractor labor, materials, containment procedures, post-remediation verification testing, and any necessary repairs to prevent future moisture-related issues.

Staff is requesting that \$11,780 be appropriated from fund balance for mold remediation repairs at the Public Safety Building.

*Source of Funds: Appropriated Fund Balance*

**Background Attachment(s):**

1. Budget Ordinance Amendment #2026-3
2. Green Home Solutions Proposal

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

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUDGET ORDINANCE AMENDMENT #2026-3

**BE IT ORDAINED** by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2026:

Section 1. To amend the General Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Public Buildings	\$11,780

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$11,780

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, December 9, 2025.

\_\_\_\_\_  
William Justice, Mayor

Attest:

\_\_\_\_\_  
Alissa Fender, Town Clerk

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## P R O P O S A L

Green Home Solutions  
 114 Gemini Drive  
 Cape Carteret, NC 28584  
 (252) 900-3312

ghscnc@greenhomesolutions.com

<https://www.greenhomesolutions.com/jacksonville-nc/>

**Billing/Service Address**

Swansboro Public Safety  
 Building  
 607 W Corbett Ave  
 Swansboro, NC 28584  
 (910) 358-5309  
 Klittleton@ci.swansboro.nc.us

Date	November 20, 2025
Total	\$11,780.00

## M O L D R E M E D I A T I O N

This proposal expires on 2/18/2026

## N O T E S

An inspection report is attached to proposal and emailed to [kyleklittleton@ci.swansboro.nc.us](mailto:kyleklittleton@ci.swansboro.nc.us)

Item	Description	Qty	Rate	Amount
Multi-services	Green Home Solutions will perform multiple services within the property.	1	11780.00	\$11,780.00
Mold Remediation	Certified technicians follow protocols based on guidelines from the ANSI/IICRC S520 and EPA, which include controlling the contamination at the source, and removing the contamination by using air scrubbers/negative air, HEPA	1	0.00	\$0.00

	<p>vacuuming and applying our safe EPA registered mold-killing product.</p> <p>Surfaces to remediate: All HVAC insulated duct Various surfaces in offices and other rooms Attic framework/ rafters Bathroom wall cavity</p>			Item VI - f.
Replace insulated ducts	Technicians will replace insulated ducts.	1	0.00	\$0.00
HEPA Vacuum Surfaces	<p>Cleaning Technician will HEPA vacuum surfaces with mold growth.</p> <p>Insulated ducts Drop Ceiling framework Top floor ceiling Offices Bathroom</p>	1	0.00	\$0.00
Damp Wipe	Technicians will damp wipe surfaces with our EPA registered proprietary enzyme cleaner.	1	0.00	\$0.00
Bathroom Mold Remediation	<p><b>PREPARATION:</b></p> <p>Remove water damaged drywall above shower insert to expose mold in wall cavity.</p> <ul style="list-style-type: none"> <li>• HEPA vacuum all surfaces, as necessary, to remove mold growth from surfaces.</li> <li>• Apply oxygen based pre-treatment, as necessary, to remove mold growth and discoloration from the affected surfaces.</li> <li>• Damp wipe surfaces, as needed with environmentally friendly, proprietary cleaner.</li> </ul> <p><b>TREATMENT:</b></p> <ul style="list-style-type: none"> <li>• Treat all surfaces in the bathroom with our EPA registered Disinfectant Fungicidal Cleaner.</li> </ul>	1	0.00	\$0.00
Remove suspended ceiling	Technicians will remove suspended ceiling.	1	0.00	\$0.00
Install Suspended Ceiling	Technicians will install suspended ceiling.	1	0.00	0

Apply Proprietary Enzyme	Technicians will apply EPA registered proprietary enzyme tested to kill and break down 570 different pathogens in under 10 minutes. Our Enzyme treatment is catalytic, which will continue to break down mold and other pathogens.	1	0.00	Item VI - f.
			Subtotal	\$11,780.00
			Tax	\$0.00
			Total	\$11,780.00

**En Route Notifications** Text message to (910) 358-5309

## T E R M S   A N D   C O N D I T I O N S

### PLEASE CAREFULLY READ THE FOLLOWING REGARDING OUR PAYMENT POLICY

Dear Customer,

Please be advised that our company policy requires 50% deposit to be made prior to scheduling. Final payment is due before work begins on the final day of services.

This policy allows us to effectively manage our operations and continue to deliver high-quality services to all our customers.

Acceptable forms of payment are cash, check, card. Credit card payments have a convenience fee of 3%.

Thank you for entrusting Green Home Solutions with your home's health.

Sincerely,

The Team at Green Home Solutions

Click [here](#) if you no longer wish to receive notifications or related information about this proposal.



# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Future Agenda Topics**

Board Meeting Date: **December 9, 2025**

Prepared By: **Alissa Fender – Town Clerk**

---

**Overview:** The purpose of this memo is to provide the Board with matters that staff anticipate/propose for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc.

In providing this memo each month, we hope it will also provide an opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

## **December 23rd - Cancelled**

### **January 13th or 27th**

- \* Board Appointments
- \* Public Hearing - Rezoning Request- Parcel ID 012535 (Swansboro Loop Road)
- \* Ward Farm Village Preliminary Plat Modification
- \* Discussion on status of established committees
  - o EOC Site Selection Committee
  - o Swimming Pool Committee
- \* Official creation of the Appearance Commission
- \* Monthly financial report

### **Future Agenda Items**

- \* Street Acceptance of Swansgate (*developer has applied*)
- \* Waterfront Access and Development Plan (*review/revision considerations*)
- \* Community Presentations (*ongoing monthly*)
- \* DOD Grant (*anticipated award date, August 12<sup>th</sup>*)
- \* EMS Plan (*ongoing*)
- \* Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- \* Senate Bill 382 Down Zoning review
- \* Onslow County Fire Contract/Strategic Planning
- \* WithersRavel Grant Update Presentation (*tentative*)