



Board of Commissioners Agenda

Town of Swansboro

Tuesday, October 28, 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. September 9, 2025, Regular Meeting Minutes

b. September 9, 2025, Closed Session Minutes

c. Tax Refund Request

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$43.58

Vehicle Tax

Beasley, Susan Quigley

\$21.94

Over Assessment

Hackney, Andrea Marie

\$21.64

Tag Surrender

IV. Appointments/Recognitions/Presentations

a. Recognition of Swansboro High School Student 2 Student Team

Presenter: Mayor William Justice

Swansboro High School's S2S Team was named the 2025 MCEC National High School S2S Team of the Year.

V. Public Hearing – None

VI. Business Non-Consent

a. Beautification Committee Proposal Follow-up

Presenter: Jon Barlow – Town Manager

Follow-up discussion and direction regarding the proposed Beautification Committee, including review of structural options.

Recommended Action: After discussion, provide feedback and direction on the preferred structure for the Beautification Committee.

b. Monthly Financial Report as of September 30, 2025

Presenter: Sonia Johnson – Finance Director

c. 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

- 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

Town of Swansboro
Board of Commissioners
September 9, 2025, Regular Meeting

Item III - a.

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

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

Lauren Brown of 504 Greenfield Place in Sneads Ferry praised the pool survey's quality but proposed two edits. For question 12, she suggested adding a specific option for liability, and for question 15, she recommended rewording indicating it did not sound correct.

Adoption of Agenda and Consent Items

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

- July 22, 2025, Regular Meeting Minutes
- July 22, 2025, Closed Session Minutes

Business Non-Consent

Swansboro Aquatics Community Survey

Matthew Prane, Swimming Pool Committee Chair, reviewed the proposed community pool survey. He shared that the survey was developed after a joint meeting with the Board of Commissioners and the Pool Committee on June 26, 2025. The survey sought to understand community interest and preferred programs for a potential pool facility. It was comprised of 15 questions and estimated to take about two minutes to complete. The main focus was to identify interest and program preferences. Mr. Prane reviewed the strategies for survey distribution included coordinating with the Parks and Recreation Director and Fire Chief Randall. Strategies included QR codes at the recreation center, email lists, and possibly paper copies or radio announcements. Sophisticated geographical analytical tools in the program used to facilitate the survey will help analyze responses at no cost.

In response to an inquiry from the board about any resources needed for the survey distribution and analysis, Mr. Prane responded that he hadn't considered any significant monetary requirements, estimating that the only potential costs might be for paper copies or radio announcements if pursued.

On a motion by Commissioner Eckendorf, seconded by Commissioner Pieratti, the presented draft of the community pool survey and authorization for distribution to the community was unanimously approved.

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:

- Consider reexamining the CAMA land use plan and potentially seek a budget amendment for a new plan

Public Comment

John Plegman of 401 Point Drive in Swansboro, shared his support for the Flybridge project, saying it's a smart mix of homes and businesses that encourages walking. He noted the developer plans to improve roads and traffic signals to help with traffic. He also shared concerns that turning down the project could lead to less useful options, like a chicken farm or development outside town limits that wouldn't help Swansboro's tax base.

Tony Pereira of 204 Harborview Drive in Swansboro, shared his opposition to the Flybridge development.

Carol Pereira, also from 204 Harborview Drive, expressed concern about outside developers from Sanford telling Swansboro residents what they need without living in the community themselves. She urged the Board to listen to local residents rather than outside developers.

Jamie Petani of 2102 Holly Hills Court in Swansboro, shared her opposition to high-density apartments, stating that people choose Swansboro for its current character and quality of life, not for potential development. She questioned whether the projected revenue would be worth jeopardizing the small-town quality of life and raised concerns about infrastructure, school capacity, and traffic.

Elaine Cuvee of 717 West Phillips Drive in Swansboro, representing Common Sense Swansboro, presented slides highlighting comments made on social media in opposition to the Flybridge development.

Kayleigh Defabrizo of 407 Patriots Point Lane in Swansboro, shared also on behalf of Common Sense Swansboro, focusing on school overcapacity issues. She shared enrollment numbers for area schools which she indicated she received directly from the schools. Swansboro Elementary School at 502 students (capacity 505, including 6 trailers); Queens Creek Elementary at 593 (capacity 563); Swansboro Middle School at 1062 (capacity 912); and Swansboro High School at 1276 (capacity 1240). She noted 387 new

single-family homes would be built this year, further impacting schools, and described overcrowded conditions in the middle school.

Susan Keller, a representative with Flybridge, explained that her company, Rampart, would manage the apartment complex with 7 on-site staff members and 24-hour emergency maintenance. She described their approach to building community through resident events and their focus on safety and security, including background checks. She stated the property would not be government-subsidized but would be affordable for local workers including teachers, healthcare workers, firefighters, and police officers.

Terri Herbert of 102 Oyster Bay Road in Swansboro spoke about her deep roots in Swansboro, describing her family's history in the town and expressing her love for the community. She urged the Board to vote against the Flybridge development.

Lauren Brown of 504 Greenfield Place in Sneads Ferry spoke again, criticizing what she perceived as a threat from Flybridge representatives that they would build just outside town limits if not approved. She presented petitions opposing the development with over 500 confirmed registered voters. She challenged assumptions about the development's financial benefits, arguing it would increase long-term liabilities for the town's infrastructure and services. Additionally, Ms. Brown expressed her appreciation to Town Clerk Fender for being quick and responsive to her public records request. Addressing Commissioner Pieratti, Brown praised her responses to citizens that indicated her decision would rely on facts and resident feedback. She expressed confidence in Commissioner Pieratti's capacity to handle this critical decision, recognizing its impact on the town's future. Ms. Brown also revealed her ambition to eventually join the board to contribute further to Swansboro's governance and uphold community values.

Constance Crocker of 111 Jones Road in Hubert expressed concerns about traffic on Queens Creek Road and argued that the Flybridge development conflicted with multiple aspects of the land use plan, particularly regarding maintaining the town's small-town character and infrastructure capacity.

Clayton New of 11 Creekside Woods Court in Hubert, shared that the community had been researching school capacity issues but received contradictory information from Onslow County officials despite 2021 facility assessment documenting overcrowding problems. He argued that existing infrastructure issues would only worsen with the proposed development.

Ashley Gardner of 101 Longwood Drive in Stella, shared her opposition to the Flybridge development, drawing parallels to development that harmed her former hometown New York. She raised concerns about developers potentially selling the property after development, citing a previous project involving some of the same agents.

Todd Gardner of 304 Limbaugh Lane in Swansboro, questioned the developers' claims about traffic mitigation and environmental impact, expressing skepticism about proposals to reduce green light time at intersections. He challenged the affordability of the proposed apartments and raised concerns about non-point source pollution from additional cars and impervious surfaces.

Vicki Brown of 601 Broad Street in Swansboro, urged the Board to uphold the land use plan and reject the Flybridge development, stating that many residents appreciate Swansboro's small-town atmosphere and do not want additional growth. Additionally, she also shared her concern regarding the perceived disengagement of some board members during the meeting, taking issue with their frequent cellphone usage, which she believed distracted them from actively listening to constituents' heartfelt concerns about the Flybridge development.

Ralph Kohlmann of 60 Pickett Court in Swansboro, cited multiple violations of the Unified Development Ordinance (UDO) in the Flybridge plan, particularly regarding parking requirements. He noted that per UDO section 152.292, the development would need at least 600 parking spaces for 300 units, but the plan only included 569 spaces. He urged the board to vote against the request.

Junior Freeman, owner of 714 W. Corbett Avenue in Swansboro, spoke in support of the Flybridge development, suggesting it would provide housing for local workers and first responders. He expressed concern about potential legal fees if the town rejected the request.

Lee Shuller of 140 Front Street in Swansboro, shared results from a 2010 visitor questionnaire that revealed tourists valued Swansboro's quaint, quiet character and small-town charm. He quoted statistics indicating Swansboro's population had grown 208% in the past 25 years.

Lisa Perlash of 532 Sabiston Drive, shared that the proposed development could increase the town's population by 25% and spoke about her lifelong connection to Swansboro, stating the project was not right for the town at this time.

Walter Hancock of 129 Hilltop Drive in Swansboro, a former board member with development experience, praised the site plan's technical aspects but questioned why the developers chose Swansboro. He suggested they saw the rural agricultural zoning as a mistake, while it was actually an intentional decision in the land use plan, and urged the board to reject their request.

Manager's Comments

Town Manager Jon Barlow provided several updates:

- NCDOT paving projects on Swansboro Loop Road and Main Street Extension were nearing completion.
- NCDOT's traffic plan was released that two pedestrian improvement projects, one at Norris Road/Highway 24 and another at Phillips Loop Road/Highway 24 intersections.
- The town received a public beach access grant from DEQ for the replacement of the Main Street dock, with an estimated cost of \$170,000 and a local match of \$42,000.
- Duke Energy contractors will be in town for approximately 12 months, replacing poles and upgrading wires to increase capacity and resilience.
- An update on the sidewalk project was provided, noting that surveying was underway for approximately 7,000 linear feet of sidewalk in five project areas. Easements would still need to be obtained from property owners.
- There were also ongoing efforts to improve waterfront areas, including potential future projects to create a continuous dock walk.

Manager Barlow also recognized staff members Rebecca Brehmer and Jacob Randall for their commitment to local government and pursuit of further education in their respective fields.

Board Comments

Commissioner Turner expressed her appreciation to all 19 public speakers who attended the meeting. She emphasized that she listened attentively to each speaker and diligently took notes on the comments made by the attendees.

Mayor Pro Tem Conaway thanked Rebecca for quick information turnaround and reminded the public that the Flybridge project process was ongoing.

Commissioner Eckendorf emphasized the need to improve Queens Creek Road due to increased traffic from Hubert, referencing a discussion with Wyatt Gable on making it a divided highway like Piney Green to ease congestion. He stressed the importance of the town communicating this priority to the Department of Transportation and supporting measures to reduce traffic problems. Eckendorf also called for an update to the town's land use plan, which he found outdated. Based on recent planning board feedback, he advocated for revising the plan to better address current and future development needs, urging collaboration to keep it aligned with Swansboro's growth strategy.

Commissioner Brown highlighted the importance of attending school board meetings to ensure the community achieves desired outcomes. On his recent visit to Sanford, Brown assessed Flybridge-related facilities, finding that the 10-year-old facilities were exceptionally maintained, which counters doubts about the developers' commitment. He

discussed Flybridge's thorough engineering of their sediment catch basin for environmental safety.

Commissioner Pieratti informed everyone that the fire department would be holding a strategic planning meeting, set for September 11th at 6 PM. Encouraging attendance, she highlighted the importance of community participation in the planning process.

Mayor Justice thanked the public and Flybridge representatives for participating, praising community professionalism amid heated development discussions. He emphasized the value of diverse viewpoints in understanding the town's prospects. Mayor Justice shared efforts to address road and transport challenges through potential Jacksonville Urban Metropolitan Planning Organization projects and affirmed his dedication to sourcing funds for infrastructure improvements. He urged ongoing public engagement, recognizing its importance in shaping growth strategies. Mayor Justice concluded by thanking town staff and commissioners for their commitment to Swansboro's welfare and proactive solutions.

Closed Session

On a motion by Commissioner Eckendorf, seconded by Commissioner Pieratti, and with unanimous approval the board entered closed session at 8:00 pm 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; and (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

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 Commissioner Eckendorf, seconded by Commissioner Pieratti, the meeting adjourned at 9:20 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Tax Refund Request**

Board Meeting Date: **October 28, 2025**

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

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$43.58

Vehicle Tax		
Beasley, Susan Quigley	\$21.94	Over Assessment
Hackney, Andrea Marie	\$21.64	Tag Surrender

Background Attachment(s): None

Recommended Action: Motion to approve refunds as recommended by Onslow County.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Beautification Committee Proposal Follow-up**

Board Meeting Date: **October 28, 2025**

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

Overview: Follow-up discussion and direction regarding the proposed Beautification Committee, including review of structural options.

At the commissioners August 26, 2025, regular meeting, Cynthia LaCorte and other community members presented a proposal to establish a Beautification Committee focused on enhancing the appearance of historic downtown Swansboro and surrounding areas. The proposed committee would serve as an advisory body and pursue funding through grants, sponsorships, town budget allocations, and public-private partnerships.

During the presentation, several members shared their vision and mission for the committee, emphasizing the potential for increased tourism, economic development, and community pride. Draft bylaws were included in their proposal packet.

Exploring a private partnership model where they would be their own independent committee, like JOED or a non-profit, to allow greater flexibility with less government restrictions was suggested and supported by the commissioners. Town Attorney Francis Rasberry clarified that if the group were to function as an advisory board to the Board of Commissioners, it would be subject to public records and open meetings laws.

The Town Manager was tasked with researching legal and structural options for forming such a group. Town staff met with Ms. LaCorte and Ms. Miller on October 8, 2025, to review the options discussed. Staff explained the legal and structural implications of each model, as outlined by the Town Attorney(attached).

Background Attachment(s): Options outline from Attorney Rasberry

Recommended Action: After discussion, provide feedback and direction on the preferred structure for the Beautification Committee.

Action: _____

This email is to follow up on the August 26 BOC regular meeting, and specifically the presentation and request for establishment of a beautification commission for the Town. There are several N.C. General Statutes relevant to this proposal. The option of styling the proposed beautification commission as an independent, public or private entity, rather than an official Town committee, was discussed. Below are some things to consider:

Town Advisory Committee/Board Option. NC General Statute 160A-304, attached, authorizes and lists duties and functions of town “Appearance Commissions.” GS 160D-304, also attached, contains similar and more extensive authority for “Community Appearance Commissions”. Finally, GS 160D- 306 authorizes the creation of other, non-categorized, advisory boards, as the governing board may choose to establish. Bottom line: The BOC has broad authority to establish and define the powers and duties of boards or committees to serve in an advisory capacity to the BOC.

Town Advisory Board/Committee – Pros and Cons. An official Town advisory board would typically serve at the BOC’s pleasure. The Board would not be an independent legal entity, with power to contract, sue or be sued, or to own property in its name. It would exist as an instrumentality of the Town, though its functions would be advisory, supportive, and therefore limited. Such a board would typically be authorized/encouraged to solicit donations and other funding for the desired purposes; however, funds would need to be held, received and maintained in the accounts of the Town. As an officially constituted board or committee of the Town, it would be subject to the NC Public Records, Open Meetings, and other laws applicable to Town agencies. It is worth mentioning that several larger municipalities delegate limited quasi-judicial authority, in addition to advisory duties, to appearance or beautification committees. Note the similarities to the Town’s Historic District’s Commission, whose duties include fact-finding, fund solicitation, and advisory duties, as well as responsibility for quasi-judicial decision making. Historic Preservation Commissions are created and subject to their own general statutes, however.

Independent Commission or Authority. JOED is an independent, economic development commission, authorized under Chapter 158 of the General Statutes. As a legally constituted and independent entity, it may contract; sue and be sued; and solicit, hold, and receive funds in its own accounts. The Swansboro Tourism and Development Authority has similar status as an independent, public entity. It was authorized and granted powers by a special act of the General Assembly, NC Session Laws 2011, Chapter 170. There is no legal authority for a public beautification/appearance entity separate from and independent of the Town - other than described in the attached appearance commission statutes.

Private, Non-profit Entity. The Town is legally authorized to enter into agreements whereby a private, non-profit entity (such as a corporation or LLC) may carry out responsibilities and duties which the Town could otherwise undertake and perform directly. Such an entity may contract; sue and be sued; and solicit, hold, and receive funds, in its own bank account. Any funding or authorized pass-through of grant monies would be subject to pre- and post- auditing requirements, however. As an example, a town might contract with a private non-profit entity to carry out a recreation trail or a tree-planting program. If this is the Town's preferred direction, the form of the entity, organizational structure, charter and bylaws of the entity would be for the private group to explore and decide upon.

As a final aside, I did not address the possible overlap of the beautification steering group's downtown area focus, with the Town HPC's responsibilities in the designated Historic District.

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF SEPTEMBER 30, 2025)**

REVENUES

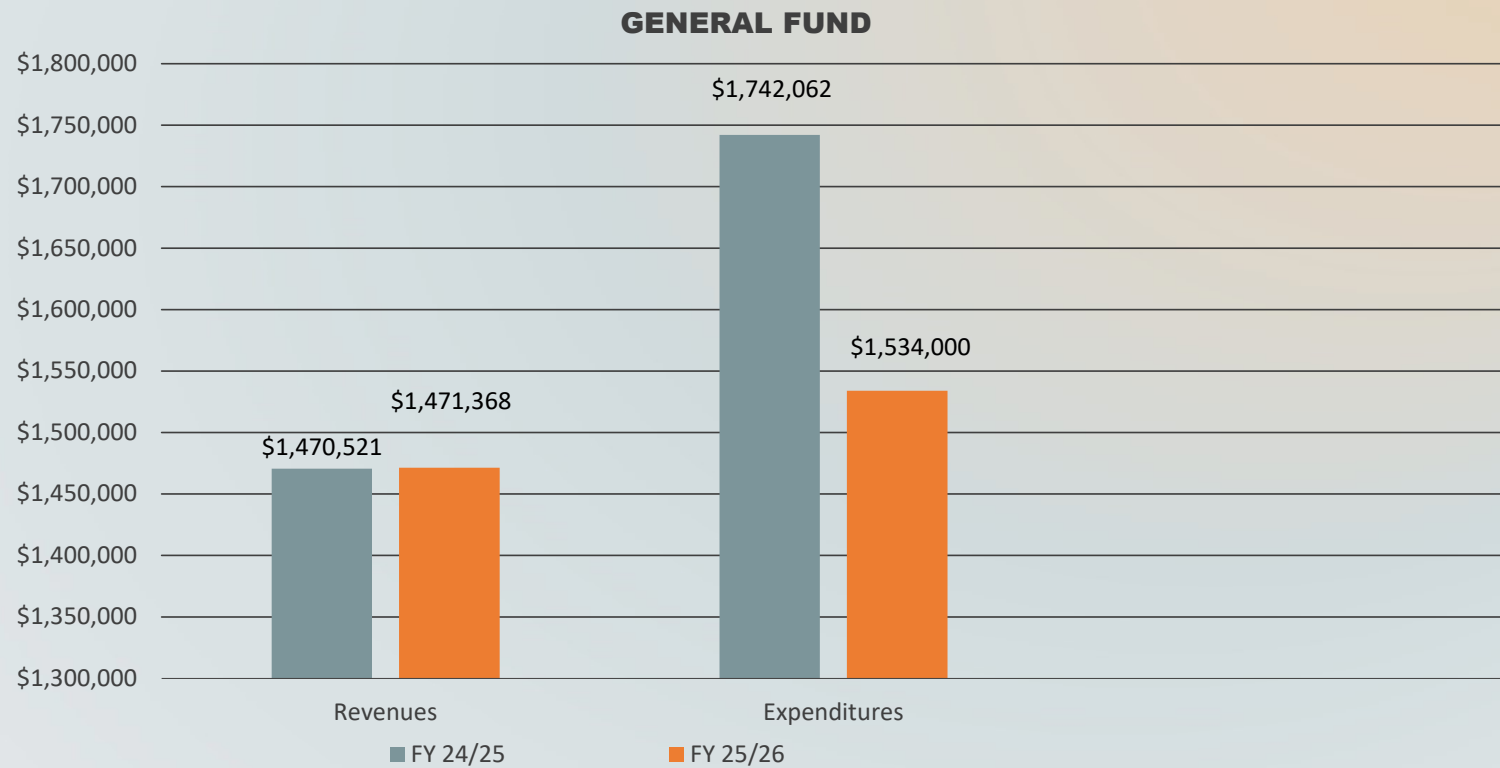
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

GRANT UPDATE

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2025)**

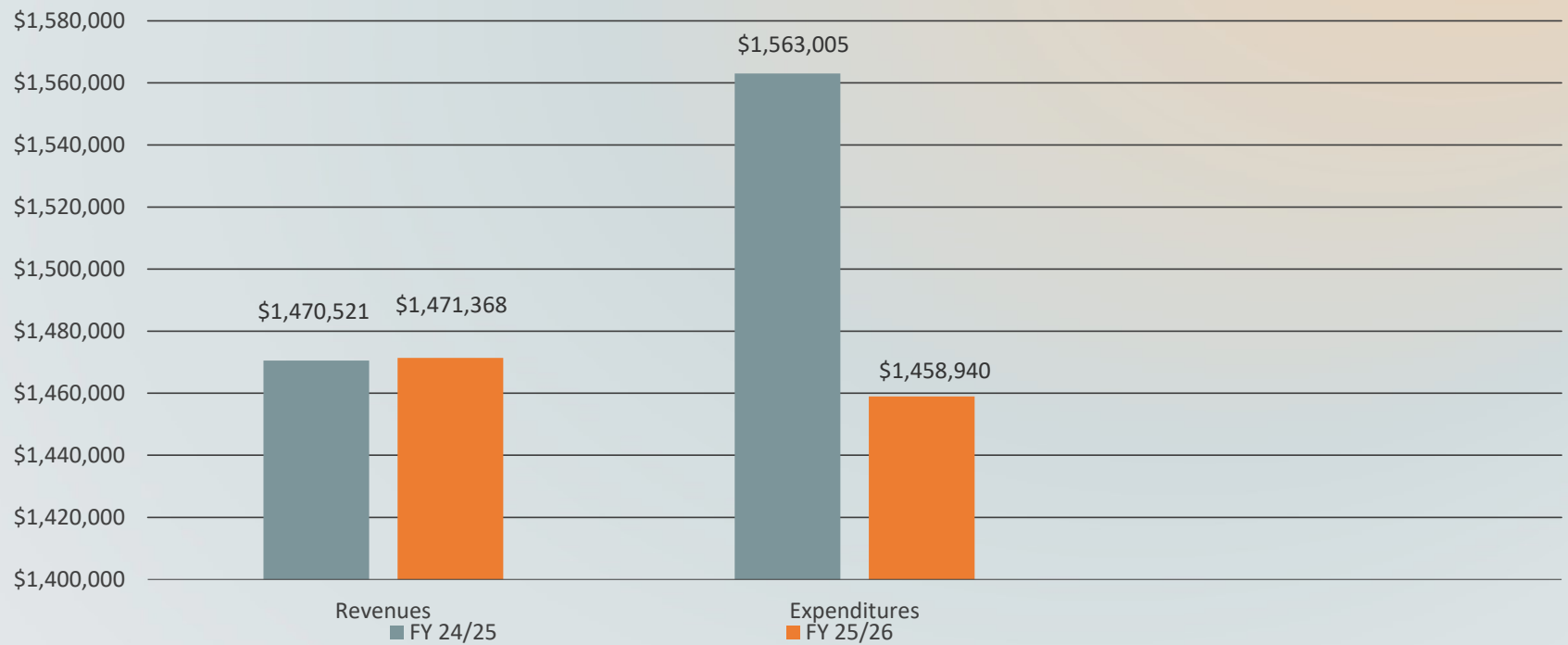


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures (\$62,632)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2025)**

(ACTUAL)

GENERAL FUND



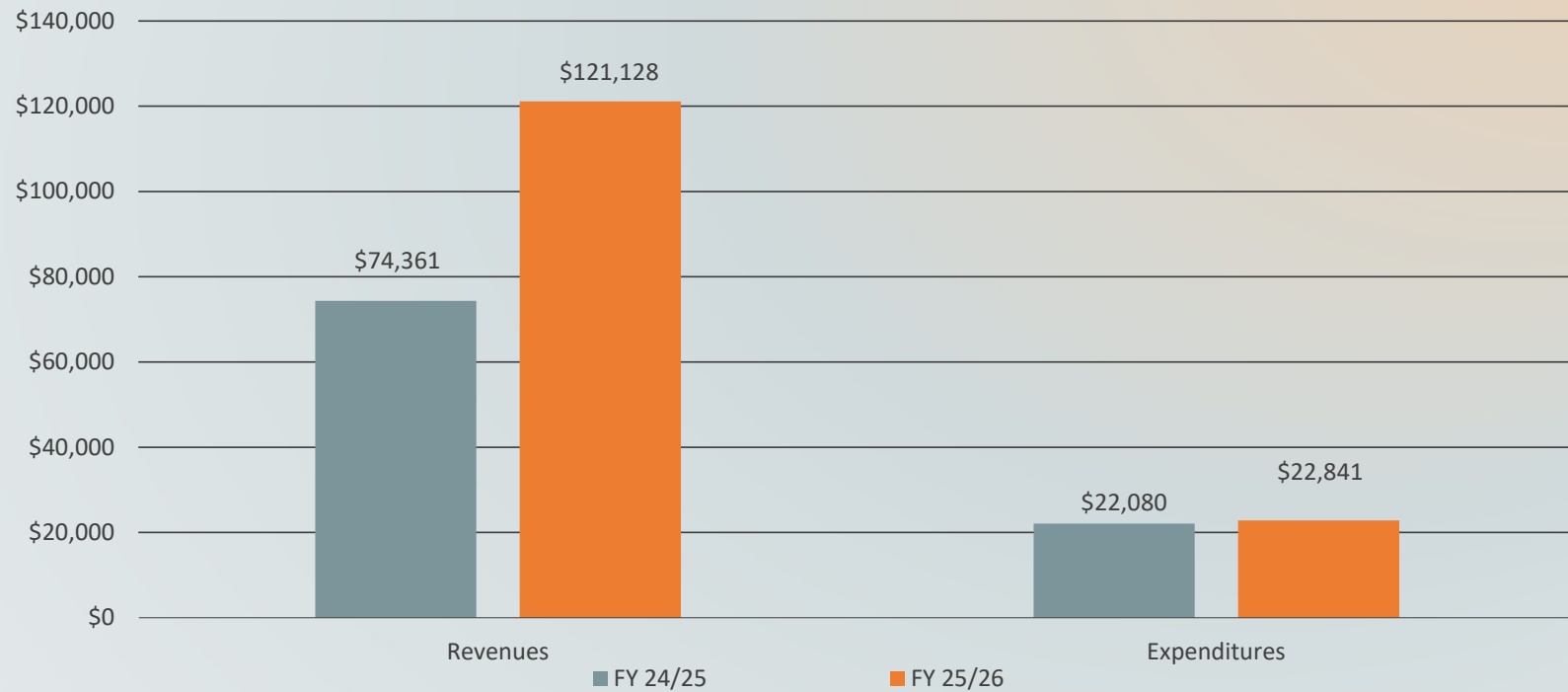
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures \$12,428

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % September 30, 2025
NON DEPARTMENTAL	581,365	268,205	135	46.2%
GOVERNING BODY	297,004	9,372	1,100	3.5%
ADMIN SERVICES	445,135	97,945	1,321	22.3%
FINANCE	337,748	75,787	975	22.7%
LEGAL	59,300	9,104	-	15.4%
PUBLIC BUILDINGS	288,335	45,701	3,022	16.9%
FIRE	1,607,343	382,135	19,801	25.0%
PERMITTING	301,128	64,656	1,727	22.0%
PLANNING	92,066	21,034	-	22.8%
POLICE	1,429,971	248,159	11,153	18.1%
PUBLIC WORKS-STREETS	840,983	62,602	1,576	7.6%
POWELL BILL-STREETS	126,580	4,121	191	3.4%
PARKS & RECREATION	573,067	78,747	10,989	15.7%
DOWNTOWN FACILITIES	108,451	35,102	247	32.6%
FESTIVALS & EVENTS	154,689	51,258	22,572	47.7%
EMERGENCY MANAGEMENT	12,000	5,014	250	43.9%
TOTAL	7,255,165	1,458,940	75,060	21.14%

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2025)**

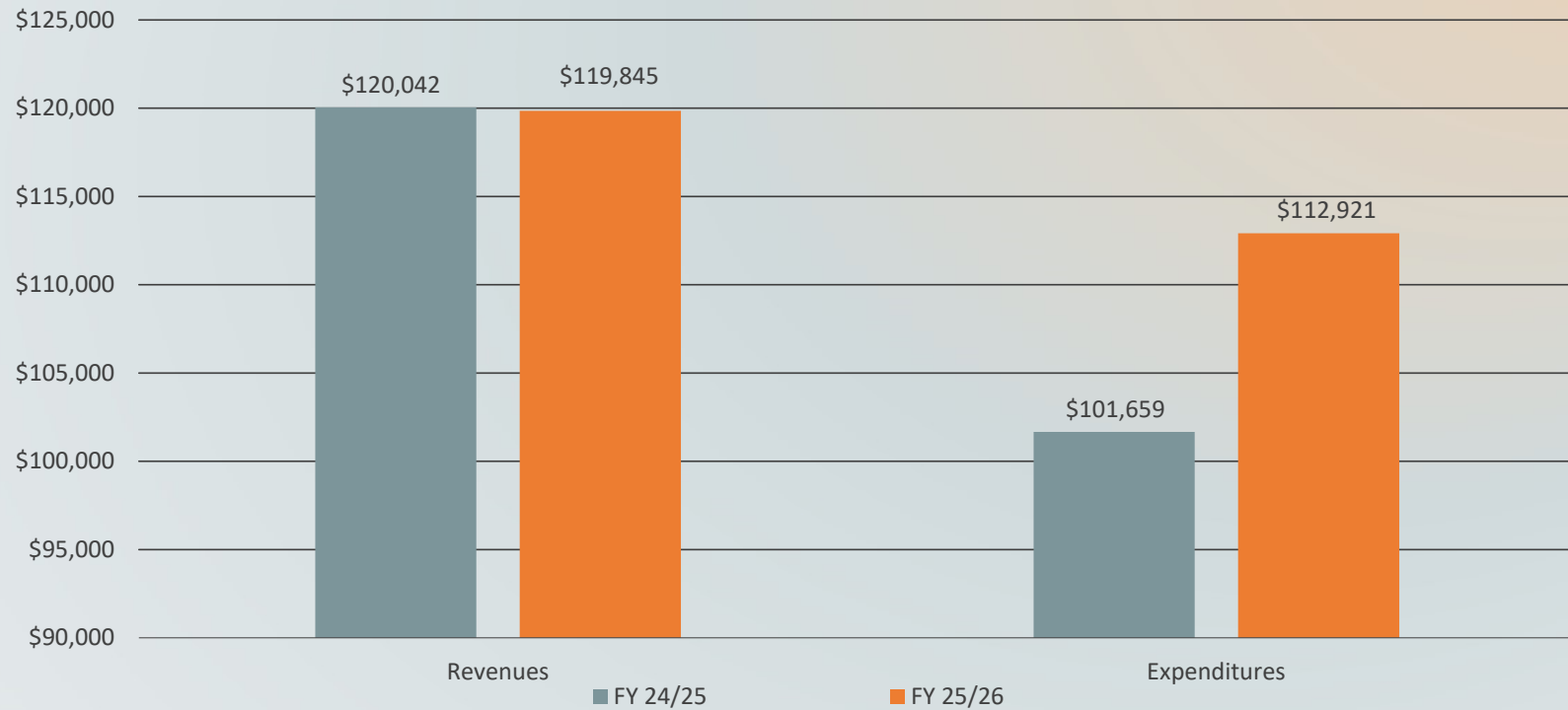
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$98,287**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2025)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures- \$6,924

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF SEPTEMBER 30, 2025)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$241,087	2.69	03/21/2028	\$84,724
Fire Truck	\$92,139	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$50,000	2.43	12/14/2026	\$26,823
Vehicles(Police & Fire Department) & Software	\$22,955	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$208,276	4.82	4/3/2029	\$58,491
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$570,000	4.40	12/31/2029	\$129,183
Total Debt	\$1,184.457			\$370,110

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF SEPTEMBER 30, 2025)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$379,632	.05%
NC CMT-General	\$5,819,753	4.22%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,743,505	4.07%

GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,100,792	\$1,807	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0	\$2,336
Emergency Operation Center	\$9,654,868	\$56,399	\$0	\$9,598,469
Emmertton School Repairs	\$499,000	\$326,578	\$0	\$172,422
Stormwater Master Plan	\$400,000	\$264,209	\$0	\$135,791
Main Street Dock Replacement	\$170,164	\$0	\$0	\$170,164
Total Outstanding Grants	\$12,213,281	\$2,132,292	\$1,807	\$10,079,182

Any Questions
?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **October 28, 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.

November 25th

- * Visitors Center Future Plans continued discussion (*tentative*)
- * Monthly financial report

December 9th – Organizational Meeting

- * Samuel Swann Bland Community Service Award
- * Oath of Office Ceremony
- * Selection of Mayor Pro Tem
- * Appointment to ONWASA Board
- * 2026 Board Meeting Schedule Adoption

December 23rd

- * 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 12th*)
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- * Senate Bill 382 Down Zoning review
- * Visitors Center Future Plans continued discussion
- * Onslow County Fire Contract/Strategic Planning
- * WithersRavel Grant Update Presentation (*tentative*)

PROJECTS REPORT

Town Projects/Initiatives Update

October 2025

Submitted By: Jon Barlow, Town Manager

This report is an on-going list of Town projects/Initiatives. New information received since the previous report is provided in **green**. Items will be removed after noting their completion.

Public Safety Building Restoration/Relocation Planning Project/ Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church-SUMC)

Details from previous reports have been removed as I believe it's the Board's desire to further investigate options for the Emergency Operations Center (EOC) based on conversation from the September 27, 2021, meeting. Specifically, whether a regional facility or partnership with other neighboring jurisdictions that may have a structure that would provide a higher level of protection was possible. It has also been noted that conversation could be had with other local facilities in Swansboro that have buildings with a higher level of protection for space utilization.

The Town has an agreement in place with the SUMC should it be needed on preparatory measures. Public Safety staff and former Manger Seaberg visited the location at SUMC to verify the areas for town use, if needed, and to ensure communications would be available. The structure provides the structural integrity needed but communications during a storm while in the interior rooms would be difficult. Deputy EOC Coordinator/ Chief Degnan shared with me that arrangements for an antenna through Verizon or ATT would be needed. Board members met on December 9 to tour the SUMC site.

A more in-depth discussion with Chief Degnan, Chief Jackson, and Sonia Johnson regarding Public Safety Building Restorations will be had in the near future.

During the Board's Planning Retreat March 2, the Board agreed that the Manager would identify a committee and share that with the Board.

Ten people have been identified as the committee:

Chief Degnan	Chief Jackson	Paula Webb	Jennifer Ansell
Alex Wood, PE	Dusty Rhodes	Larry Philpott	Russ Davis
Alissa Fender	Laurent Meilleur, PLB Rep		

I hope to arrange our first meeting in the last week of March.

Committee established 4/11 with the addition of Commissioner Conaway, Jr Freeman, and Roy Herrick. The Board of Commissioners held special joint meeting with the committee on 4/14 to give purpose and expectations.

Town of Swansboro, NC Manager's Report

Item IX - a.

The Committee has met twice with a unanimous consensus gained immediately to proceed with building our own EOC in town, to create a safe place for employees to stand up during emergency operations. Onslow County is no longer interested in a partnership to build a substation since they purchased and are operating the Freedom Way station. Committee members will be making site visits on May 25th and then proceeding to develop an RFP for architect/engineer.

Additional EOC Committee membership changes include removing Russ Davis and Alex Wood; adding Brenda Pugliese, Ed McHale and Jonathan McDaniels.

Board discussion on a written action plan and timeline recommended by Mayor Pro Tem Tursi to be held June 27. The committee will re-convene its meetings once that discussion has occurred.

BOC Action Plan distributed to Committee, site discussions, and draft RFQ provided/discussed July 13, 2022.

Consultant Requests for Qualifications sent out August 9, 2022, to six different firms and was located on the website. Five proposals were received on 9/9. The EOC Committee created an interview panel at its 9/14 meeting and determined an interview schedule, draft questions etc. Once the panel decides on three proposals, interviews will be scheduled.

The interview panel consisting of Larry Philpott, Paula Webb, Chief Degnan, Dusty Rhodes, Jonathan McDaniels, and Brenda Pugliese interviewed three firms on 10/18/2022. The Interview Team will share its recommendation with the full EOC Committee on 10/26/22 and then that recommendation will be forthcoming to the BOC 11/14/22.

The Board of Commissioners selected Becker Morgan as the consulting architectural firm at its November 14, 2022, meeting.

Commissioner Philpott, Conaway and the Manager met in early December with Becker Morgan to review the Board's Action Plan for the EOC/PSB. A tour of our current facilities and potential sites were also made. The contract for the feasibility study was approved on January 9, 2023. Becker Morgan met with EOC Committee January 12th for introductions and Q&A. Representatives also made additional site visits on January 18, 2023. Staff continuing meetings with Becker Morgan until more details are developed for committee review.

Staff continue to work with Becker Morgan on the feasibility study which we hope to present back to the committee in April.

Ernie Olds/Becker Morgan gave a report to include three options to the committee on April 19. Ernie will firm up the options as discussed by the committee and share with the staff. The staff met with Becker Morgan again and BM was to firm up the report per discussions and share final deliverable with the Committee for recommendation to the Board of Commissioners. The final draft feasibility study was presented to the committee on June 21st. The Committee made some suggested clarification points that Becker Morgan incorporated and then the report was forwarded onto the Board of Commissioners in July 2023. The study included four options that

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captured space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

Option A is a concept that identifies all the critical functions of each department and places them in a new secure building or in the more recent additions that do meet code. The remaining existing spaces would largely be used for less critical functions such as physical fitness, storage, and minor work areas. This option should provide the least costly alternative while improving safety and addressing the EOC component fully. This option would include certain structural, and exterior envelop enhancements to the existing, original metal building frame housing fire apparatus. Such enhancements cannot bring the original building to current standards but would extend the utility of the present structure to a future date. Option A – \$4.9M in building construction, renovation and demolition costs, 13,658 usable square footage. Site improvements of \$500,000; additional/potential costs of \$374,000 and soft cost of \$540,000. Total budget range (+/- 15%) = \$5.4M to \$7.3M.

Option B is a concept to build a new facility in place of the present Public Safety Facility. This would require demolishing the existing facility and building back a new freestanding building at the same location. This building would incorporate all the needs of each department. Phasing or providing temporary quarters might have to be considered to maintain continuous operations. This option should provide the middle ground in terms of costs as existing utilities, pavements, and stormwater management features are largely in place and adequate. Option B – \$8.8M in building construction, renovation, demolition, and temporary quarters costs, 14,788 usable square footage. Site improvements of \$500,000; additional/potential costs of \$433,000 and soft cost of \$913,000. Total budget range (+/- 15%) = \$9.2M to \$12.5M.

Option C is a concept that also builds a new facility, however, investigates using another location on the town owned site. This eliminates the need to provide temporary quarters or the acquisition of new land while maintaining continuous operation at the existing facility. Once the newly constructed facility is complete, operations can be relocated from the existing building and the building can be demolished or repurposed. This option should also provide middle ground in terms of costs, but may require extension or improvements to existing utilities, and pavements. Option C – \$8.8M in building construction, renovation and demolition costs, 14,788 usable square footage. Site improvements of \$750,000; additional/potential costs of \$376,000 and soft cost of \$922,000. Total budget range (+/- 15%) = \$9.3M to \$12.6M.

Option D is a concept that provides a new free-standing building that incorporates all the needs of each department. Option D would be constructed on a 'greenfield' site, an off-campus location. This option is likely the costliest. Careful consideration will need to be given to site selection regarding impacts and expenses of land acquisition, utilities, drainage, flood plain and emergency response times in addition to the concerns noted previously in the New Site section. Option D – \$8.8M in building construction and renovation costs, 14,788 usable square footage. Site improvements of \$1,500,000; additional/potential costs of \$403,000 and soft cost of \$1.02M. Total budget range (+/- 15%) = \$9.9M to \$13.4M.

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Note, the budget summary does not include land acquisition. Page 11 Swansboro Public Safety Building Feasibility Report – June 2023

The initial expectations for full project costs are in the range of \$5 - 14 million. It will be the Town's obligation to secure funding, administer design and construction above the \$6 million identified and available. The Town may obligate taxpayers through bonds, capital improvements program, or other means. Loans from the U.S. Department of Agriculture are available for up to 40-year terms with no down payment required. Other grants may also be available through the Golden Leaf Foundation, FEMA, and other state or federal sources.

On August 14th, Chairman Philpott gave a briefing on finance options. Due to the length of the meeting, the briefing was added to the August 28th agenda. The Board was asked to provide a firm option selection so that the design schematic and site analysis can be done. Option C was selected, and the staff was asked to layout the design on the ground for better visibility at a future meeting.

At the direction of the Board in July, the Manager forwarded an additional funding request to our local legislative delegation. In September, we learned that the Town was awarded an additional \$3 million dollars toward this project in the state budget adoption.

Becker Morgan provided a *preliminary* exterior design schematic for Option C and that layout was mapped out on the ground for visibility on October 23rd. Becker Morgan has also provided a professional services agreement for the next phase – Design and Construction totaling \$840,500, which is approximately 8% of the estimated building and site construction costs. Authorization for the Manager to proceed was requested October 23rd.

On January 23, 2024, the BOC appointed Keith Walsh as Chairman of the newly recreated EOC/PSB site selection Committee. Mr. Walsh was tasked with identifying potential candidates to serve on the committee to the BOC for consideration. On February 12, 2024, the BOC appointed Roy Herrick, Junior Freeman, Doug Eckendorf, and Melissa Anderson as committee appointees. The newly formed committee conducted its first meeting in February 19, 2024. The committee intends to meet every Monday at 5 pm until a new site is secured.

- EOC/PSB site committee developed a site solicitation packet.
 - 6 entries were submitted by the deadline of May 15, 2024, and 1 after the deadline. 6 entries were eliminated at that time.
 - The property beside the Rotary was the only site remaining from packet entries.
 - *Town engineer researching ingress/egress concerns.
- The EOC/PSB Committee is in the process of developing a portfolio to highlight the work done to date. The portfolio will include the Feasibility Report prepared by Beaker Morgan dated 6/28/2023, a timeline to complete the project, Rotary property maps, and Rotary wetland survey maps.
- Additionally, it will include information on the Design/Build construction option, and a model RFP that will seek proposals from potential construction firms.

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- On 10/14/24 the EOC Committee voted in favor of making a recommendation to the BOC to make an offer to purchase a 5-acre tract of land adjacent to and owned by the Rotary.

NC DCM Resilient Coastal Communities Program (RCCP) Grant

On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management awarded their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to fund efforts in four key phases in their Coastal Communities Resiliency Program:

1. Community Engagement and Risk & Vulnerability Assessment
2. Planning, Project Selection and Prioritization
3. Project Engineering and Design
4. Project Implementation

Through our efforts in the 2019 CAMA Land Use Plan update, Swansboro has effectively covered most of the parameters for phases 1 and 2. This grant will assist in finishing the remaining requirements under phases 1 & 2 so we may move forward with the final 2 phases. Applications for Phases 3 & 4 is expected to be due by the end of this calendar year.

Dewberry, Beth Smyre hosted the first RCCP Committee meeting November 17, 2021, at Town Hall. The committee identified several areas that better planning (resilience) was needed but narrowed the list to the top priorities being stormwater mapping and generator power for schools/nursing homes. The complete list included:

- Disaster Recovery (generators for nursing homes, and schools)
- Stormwater Management/Mapping
- Climate Change
- Hurricane Response/Evacuation
- King Tide Levels

A community engagement meeting was held on Wednesday, February 23, 2022, from 4-6pm at Town Hall. A community input survey is available from the Town website, at Town Hall and the Swansboro Branch Library through March 9, 2022. The Committee met again on Monday 3/21. Beth shared that 89-online surveys were received and 6 hard copies. Flooding was the number one concern. The committee revisited the original spreadsheet and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

On April 4, NCDCM released the Request for Applications for Phase 3 of the Resilient Coastal Communities Program - applications are due June 3.

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Our consultant Beth Smyre shares that NCDOT clarified that the focus of the Phase 3 program is on projects with a natural or nature-based component; this can include projects such as green infrastructure improvements, wetland or stream restoration, or living shorelines. Infrastructure mapping, such as Project #1 of our project portfolio, would not be eligible for funding under Phase 3. Therefore, she recommended that we focus your Phase 3 application on either the Halls Creek or Hawkins Creek stream restoration efforts. As Mayor Pro Tem Tursi graciously explained to her, a stream restoration project would be far more complicated scientifically and more expensive. It is doubtful, with all the other projects we have in the works on top of budget preparation, staff would have time to put together a viable application. I did share with her that we do have the Water Street Project (with engineered drawings in hand). She reviewed the plans and is checking with NCDOT to see if this project would qualify.

Beth Smyrna/Dewberry is scheduled to provide an update to the Board May 23, 2022, for Phase 2. We had originally hoped that stormwater mapping would qualify for the next phase, but we are told it does not. Phase 3 includes engineering/design – application deadline early June. Planner Jennifer Ansell and Public Works Director Tank Bates participated in a teleconference this week to seek other opportunities for stormwater mapping. The Town does have engineered plans for the Water Street Rehabilitation and could submit this project for Phase 4 funding. It is noted that the Water Street Rehabilitation project was estimated to cost \$215,000 in 2018. Phase 4 anticipated average funding level: \$45,000 per project, so contribution on the Town's part would be required.

RCCP Project Portfolio		
Project No.	Title	NNBS?
1	Stormwater Mapping	
2	Halls Creek Stream Restoration	Yes
3	Hawkins Creek Stream Restoration	Yes
4	Water Street Rehabilitation	Yes
5	Townwide Wetland Restoration Plan	Yes
6	Public Engagement and Education Campaign	
7	Resize NC 24 Culvert	

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

As directed during the May 23 regular meeting, and with assistance from Withers and Ravenel, Staff was able to meet the June 3 Phase 3 application deadline for Engineering/Design. If awarded, we could receive up to \$45,000 to design/engineer bio retention areas along Broad Street prior to entering Water Street.

RCCP Phase 3 - \$45,000 was awarded to the Town on July 13, 2022, for the design/engineering of the bioretention swells along Broad Street that will assist in the rehabilitation for Water Street. We expect the design by March 2023. Following two meetings with the Board of Commissioners

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and the Public in May, the final deliverables were submitted on May 31, 2023, to NCDENR meeting the grant phase deadline.

RCCP Phase 4 – Construction Applications due April 28th. We were disappointed to learn there was only \$1,000,000 to award. Withers and Ravenel reviewing the application and our project criteria. The grant application was submitted to NCDENR on April 28, 2023. Total grant amount \$441,200 (Grant amount requested \$238,220, Local Match \$203,000)

The Town received notification on July 26, 2023, that we were not selected for funding for this phase. We knew at application that the construction phase was under-funded. In conversation with Withers and Ravenel, who assisted with the grant preparation, there are other funding sources we can look for. Steve Marks shared, "...the state has training opportunities the next couple weeks for grants this fall. Same program as the LASII planning grant, but construction projects are potentially eligible. The funding source is unclear at this moment, but DWI is proceeding as though they'll have money for the program. DWI offers low/no interest loans with possible principal forgiveness for green infrastructure projects. It's likely with the addition of the bioretention cells that this would qualify. Also, Golden LEAF could potentially be interested in the project too. Right now, their funding cap is \$250k so that would essentially cover what we were hoping RCCP P4 would fund." We will work with Withers and Ravenel for future funding opportunities.

August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:

The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of \$424,000 and is established as a 100% reimbursable grant.

We will use the funds for the following projects:

1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic Ceiling repair and repainting – Even though there is a new roof on the facility, some moisture did seep in sometime after the temporary fixes were installed.
4. The installation of a Centralized Dehumidification System
5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs
7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space
9. Attic Insulation

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We were notified on January 14, 2021, that our application for Emmerton School was awarded for 100% funding (\$424,000). Please note that grant activities may not take place until the Grant Contract has been signed. We expect to receive the proposed grant contract in November 2021 and hope to have a quick turnaround on it. Once executed, we can move forward on the 9 action items listed above. **The listed deadline for completion for this project is September 30, 2023,** but are hoping, due to granting agency delays, that extensions may be available if needed.

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work. Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

A Request for Qualifications for the Emmerton School Project was approved by the state and submitted on Wednesday afternoon. The deadline for submittals is July 22, 2022.

Four RFQ's were received for construction and are under review by the state. Staff reviewed and provided its comments to the state and a joint interview will be held once the state is ready.

State Historic representatives and staff will hold interviews with three architectural firms on September 27th.

Following interviews, David Gall Architectural Firm out of Winston Salem was selected. Mr. Gall has already made a couple of site visits and is already working on remediation plans.

The Town, the State Historic Preservation Office and Mr. Gall are still working on contract details. Mr. Gall also had emergency knee surgery during the holidays.

In follow-up with the State last week, the legal team is putting final edits together on the contract with Mr. Gall.

Due to a family medical issue, Mr. Gall contacted the Town on 3/20/23 to decline the contract. I have emailed the State Historic Preservation Office regarding this setback and will share the plan to move forward once we have a chance to discuss it as a group.

Stature Engineering was interviewed on April 10th and selected to complete the work. SHPO working on contract language with Stature Engineering. The contract was executed mid-June, and the engineer has begun his work. Mid-October 2023, Stature Engineering has completed 45% of the Schematic Design documents and 100% of the Brick-and-Mortar Sampling and Testing.

On November 1, 2023, Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Watertight Systems, Inc. was selected to perform the masonry repairs. The contract was executed early December. The required Quarterly Report for the grant was submitted in early January. Stature Engineering is currently in the process of submitting drawings for window, door, soffit, and interior repair to SHPO for approval.

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In February 2024, the engineer's drawings for the window, door, soffit, and interior repairs were approved by SHPO and sent out to bid. On February 28, 2024, Watertight Systems, Inc. performed sample mortar removal and replacement to the site. Staff, the engineer, and SHPO met onsite on March 20, 2024, to review and approve samples. Masonry work began on March 26, 2024, and is still in process. The approved plans are currently out for bid.

Staff, the engineer, and SHPO met onsite on May 23, 2024, to review the progress of the masonry work. SHPO representative discussed options on the progress of the masonry work with the engineer.

Staff, engineer, and SHPO had a Teams meeting on June 4, 2024, to discuss remaining budget estimate/ availability of funds for site drainage improvements and other scope of work window, door, soffit, and interior repair. Option 2 was chosen.

Remaining Funds for Site Drainage Improvements (Option 2)

\$314,225	Estimate of remaining funds prior to window/soffit/interior bid
<u>-\$209,000</u>	Base Bid and all Add Alternates except #5 Painting Metal Ceiling Panels
\$ 105,225	Estimate of Remaining Funds for Site Drainage Improvement *

Staff, engineer, and SHPO met on site on June 13, 2024, to review progress of masonry work.

June 13, 2024, SHPO stated that upon review, they had concluded that the proposed French Drain installation work would meet the Secretary of Interior Standards and will not adversely affect the National Register-listed property. Engineer met with contractors to begin bids for the French Drain.

June 18, 2024, the NC Historical Commission meet and discussed recommendations for reallocation of available funds of the Emergency Supplemental Historic Preservation Fund (ESHPPF). This was due to the fact that some projects sustained greater damage than expected and budgetary inflation was present as well as an increase in the scope of work. The Commission voted unanimously to accept the staff's recommendation and the funding reallocation for our grant was officially decided in the amount of \$75,000.

On July 8, 2024, the masonry and all required improvements form the SHPO work was completed.

July 12, 2024, Stature Engineering, Staff, and the State Historic Preservation Office selected Carolina EarthWerx LLC to preform French drain installation.

July 18, 2024, a modified Contract with Watertight System, Inc was signed to include Prosoco OH100 stone hardener to interior brick.

Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Harp Builders, Inc was selected. July 22, 2024, a contract with Harp Builders was

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signed to preform historic restoration on exterior windows and Ceiling panels, install storm windows and missing attic insulation.

The required Quarterly Report Apr.1- Jun. 30 for the grant was submitted early July.

August 19, 2024, the modified grant contract was signed to modify the period of performance, the amount of grant funds awarded, and adjust the scope of work.

A contract with Carolina EarthWerx, LLC was signed to install the French drain.

Hurricane Grant Specialist Annette Stone informed the town that an easement would need to be established to preserve the historic structure, with the state expected to provide a draft of the easement in the first quarter of 2025.

October 11, 2024, both preconstruction meetings fell through.

- Trench contractor - has been working relief efforts in the mountains. Correspondence just slipped through the cracks with him.
- The interior contractor - had an accident and spent some time in the hospital over the weekend. He wasn't up for traveling for meeting.

EB Pannkuk and Staff meet onsite for a pre-construction meeting on October 31, 2024, with Harper Builders and EarthWerx.

- The windows and interior construction are expected to begin around the first week of December and is estimated to be completed within 90 days.
- French drain is also scheduled to begin the first week of December and is estimated to be completed within 21 days.

It is expected that Watertight will begin working on the stone hardener in November, but the drawings are being updated before they can move forward.

Staff, Stature Engineer, and SHPO met on site on Dec 5, 2024, to monitor progress to the French drain installation, and Stone Hardner in the interior of the building. While on-site SHPO representatives and Stature Engineer discussed a change order to provide and install 6" diameter schedule 40 PVC at existing roof down spouts. The scope of work will be 204' of PCV line below grade in the current French drain trench. This drain will be connected to eight existing down spouts. The original contract pricing was \$27,998 + \$8,426.27 (6" PVC change order) totaling \$36,424.27 for the project value. The modified contract was signed on December 10, 2024

- Watertight had a delay in obtaining supplies and started work early December and completed the Stone Hardner on Dec 5, 2024
- EarthWerx completed the French drain to include the change order work for the 6" PVC on December 13, 2024
- Watertight completed interior repointing on January 7, 2025

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- Harp Builders are scheduled to start the interior repairs on January 15, 2025

January 29, 2025, Staff, Stature engineer, Triple H Carpentry (sub-contractors) and SHPO met on-site to monitor the ongoing work and review the mockups of exterior repairs, and the interior masonry completed repairs.

February 7, 2025, construction project signage was displayed in front of Emmerton School to announce the "Emmerton School Historic Masonry Repair Project."

February 27, 2025, a contract modification with Stature Engineering was signed to add 10 additional construction observation visits in addition to the originally proposed number of 5 construction observations for a total of 15 construction observations for a price of \$15,000.00

March 6, 2025, staff, Triple H Carpentry and West Windows met to discuss storm windows and what materials and design they were looking for installation. The information discussed will be sent to the engineer by Triple H.

March 11, 2025, staff, Mike Keel from Harp Builders, and Roy Fish from Triple H met for a walk through of the windows they have completed to date and further discuss storm windows. It will be necessary for them to conduct further research in order to make a suitable choice.

March 17, 2025, a contract modification with Harp Builders was signed to add the following scope of work:

- Add additional structure to the corners of three soffits where the original structure has deteriorated, attach T&G soffit boards and paint T&G soffit. (\$6,083.48)
- Additional labor, materials, and equipment to replace 15 rusted metal ceiling panels. (\$9,348.28)
- Replace and locking mechanisms on window sashes, the locking mechanisms are all rusted and non-operable. (\$1,434.74)
 - o Total amount for this contract modification \$16,866.50

April 2, 2025, Staff Stature Engineer, Triple H (sub-contractor) and SHPO met on-site to monitor the ongoing work with windows and doors and discussed storm windows and specs they are looking for and review completed work.

May 6, 2025, Staff Stature Engineer, Triple H (sub-contractor) and SHPO met on-site to monitor the ongoing work. Approximately 75% of the windows have been repaired and reinstalled. Storm windows sample was denied. SHPO discussed with engineer and contractor about sourcing suitable storm sash. Corrovert has been applied to the underside of metal ceiling panels. The required Quarterly Report for the grant was submitted on April 14, 2025.

July 1, 2025, staff, Stature Engineer, Triple H (sub-contractor), and SHPO met on-site to monitor ongoing work. The metal ceiling panels on the museum side are complete, with the exception of

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the artifact storage room, which is scheduled for completion by the end of July. Work on the auditorium ceiling is expected to begin in mid-July.

All window repair/installations have been completed. Triple H is developing a storm window mock-up for SHPO's review and approval.

The required Quarterly Report for the grant was submitted on July 7, 2025.

August 28, 2025, Staff, Stature Engineer, Triple H (sub-contractor), and (SHPO) conducted an on-site visit to monitor the progress of ongoing work.

- Adjustments were made to both insulation and window installations to ensure compliance with project requirements and preservation standards.
- A final decision was reached regarding the installation of storm windows, ensuring compliance with SHPO guidelines and project goals.

September 15, 2025: Staff members, Mr. Dan Becker, Grants Manager, and Ms. Annette Stone, Grant Specialist, conducted an on-site visit to review program progress and provide technical assistance for the Emergency Supplemental Historic Preservation Fund (ESHPPF) grant. Areas reviewed included procedures and documentation in the areas of conformity with the approved application, general administration, financial management, procurement, and contractors. Based on the sample program materials tested, the program files and supporting documentation that are in the Town of Swansboro's grant records are in good order.

The required state minimum reporting for Emmerton School Repairs FY 2024-2025 was submitted on September 25, 2025.

The required Quarterly Report for the grant was submitted on October 2, 2025.

October 9, 2025: Storm windows were delivered to Emmerton School. Triple H estimates that installation will begin in early November.

Sidewalk Projects

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Sidewalk Priority Project List updated and reordered By BOC as of August 27, 2024



- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,008 FT



- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained
- No design or survey work performed

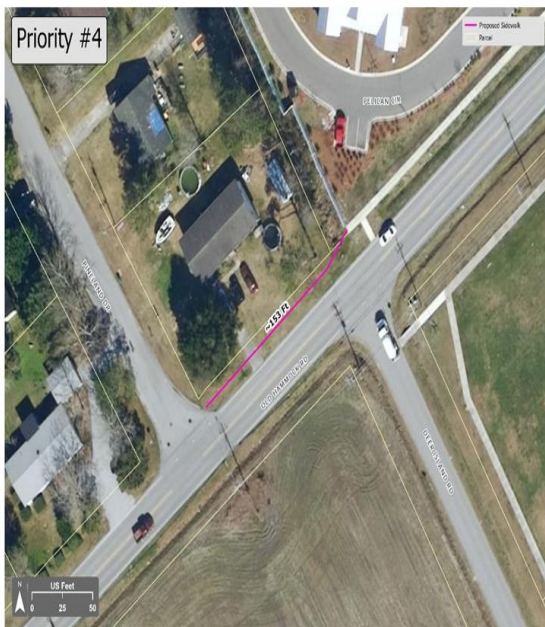
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- Estimated Sidewalk Length: 2,483 FT



- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- No survey or design work performed
- Estimated Sidewalk Length: 976 FT



- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages
- Easements: Obtained

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- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Estimated Sidewalk Length: 153 FT



- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

RFQ's from qualified Engineering firms to assist in the design and construction of the new 5 project priority areas. Only one firm Arendell Engineers from Morehead City submitted an RFQ by the February 17, 2025, submission date. On March 11, 2025, the Town Board of Commissioners agreed to enter into contract negotiations with Arendell for design and construction administration services. A proposed contract will be presented at a future BOC meeting for consideration.

On March 11, 2025, the Board of Commissioners agreed to enter into contract negotiations with Arendell Engineers, Morehead City NC to provide services for the design, surveying and construction administration of the above-described project areas. Arendell was the only firm to submit an RFQ to the Town to provide project engineering services.

Visitor's Center Improvement Update

Andrew Wilson of Crystal Coast Engineering has prepared a draft building layout for the Visitor's Center based on several suggestions he received. You may recall that the Town had reached out to John Wood, Restoration Specialist, with the NC State Historic Preservation Office to determine if the structure had retained its contributing historic status when moved to its present location,

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which would have allowed an exemption under the Flood Damage Prevention Ordinance. On January 6, 2022, Mr. Wood provided that due to the structure being moved from its original location, handicap ramp addition, and elevation; the structure was no longer a contributing historic structure. It should be noted that the elevation was required because the structure was in the flood zone, and the handicap ramp had to be added for ADA compliance. What this ultimately means is that we will have to follow a phased plan for improvements because the building is valued at \$57,000. If the renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must be brought into compliance with the current ordinance and Building Code requirements. A second phase could not be started until one year after the final inspection on phase one.

Another alternative would be to raise the building to the current flood elevation (approximately 5 more feet) to bring it into compliance with the current regulations, including breakaway wall construction for the foundation due to the Coastal A flood zone designation. This would require HPC approval. This item will be added to the Planning Retreat for discussion/guidance. As a reminder the Town was awarded \$20,000 through the Onslow County TDA and must be used by June 30 or requested again in the next grant cycle.

Staff met with John Wood on Tuesday, March 1. As reported at the March 2 Planning Retreat, John Wood indicated that if we moved the side entrance steps back to the front of the building as they originally were when the building sat further down Water Street and clearly identify those as new construction using certain materials and raised flower beds to camouflage, the building's historic status could be returned. Planner Ansell has sought engineered drawings and elevation certificate. Additional reviews by the Historic Preservation Commission and Flood Appeals Board will still be required. Once the contributing status is re-instated, the building would qualify for an exemption under the definition of Substantial Improvement and allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in the return of the contributing status to the building which will in turn relieve the Town from the flood requirement to raise the structure. The design will be scheduled for review by the Historic Preservation Commission for the demolition of the steps/deck and construction of the new steps as soon as the plans are received from Larion thereafter, a variance will be sought from the Flood Appeals Board from the elevation requirement. Public Works will demolish the side entry, however, based on workload we will most likely utilize a contractor to install the front entry.

On May 17, the HPC reviewed the side entrance demo and re-location of the front entrance as recommended by Restoration Specialist John Wood. HPC member Kim Kingrey volunteered to search for photos from years back to see if the hand railings were wooden or if any were ever present. Once final minor work approval is granted, the work performed and contributing status re-instated, we would then qualify for an exemption under the definition of Substantial Improvement which would allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

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As previously reported (Manager's Brief June 16), demo of the stairs at the Visitors Center is complete. Visitors are still able to use the handicap ramp access at the rear to gain access to the restrooms. The railing has also been re-constructed by Public Works on the front porch. Once the wood dries out, it will be painted white.



At the BOC's request, a progress update was given July 25th, 2022.

What's Been Done to Date

- Working to re-establish Historic Contributing Status
- Awarded FY 21/22 Onslow County TDA Funding \$20,000 – paid for side steps demo identified as reason historic contributing status rescinded, required engineering of front steps re-construction due to flood zone location, some interior fixtures purchased for future renovations
- RFP awarded to Rufus Murray for side steps demo May 2022 - *completed*

What's Remaining to do on the Exterior

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)

Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and obtain a letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

Interior Renovations - The estimated costs provided by former Public Works Director in 2021 was \$60,870. Of that amount, he indicated that the Public Works Crew could perform about \$15,000 of that work (walls, sheetrock, painting, flooring). Swansboro TDA has agreed to fund a portion of the interior renovations. Once we have settled on an interior design, we will be able to determine whether any water/sewer improvements will be needed, or whether just a certified engineered letter will be required so that the current infrastructure can handle the improvements.

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Eight vendors were notified of the RFP to re-construct the stairs at the Visitors Center and it was posted on the website. RFP's were due by August 1 and only one was received (Rufus Murray) for \$23,300. We plan to proceed utilizing the allocated ARP funding so we can keep this project moving forward.

Rufus Murray was awarded the contract to re-construct the exterior stairs etc. On hold until after the Mullet Festival so we don't have a construction site during the festival. A pre-construction meeting was held on Monday, October 17 and the contractor plans to get started immediately. The Visitor's Center will remain open during the exterior construction.

As reported in the Manager's Weekly Brief on December 1- exterior renovations are complete. We will prepare a letter to the National Parks System to have contributing status re-considered.



In an email from John Wood on December 13, he indicated he would forward our exterior improvement work to the National Parks Service and request re-instatement for us. Followed up January 10 as we would like to make application for tourism funding (application due by March 1, 2023) for the interior and need to apply for the Flood Ordinance exemption. John felt confident that our contributing status would be restored before that date and encouraged us to proceed with the final elements.

The Flood Board heard and approved the variance request from the definition "Substantial Improvement" on February 21st. I will be making an application to Onslow County for tourism dollars for interior renovations by March 1st.

Application was submitted to Onslow County on 2/28/23 for \$30,000 to assist with future interior renovations. \$30,000 will be included in the Swansboro TDA budget for FY 23/24 as they had already made a commitment. As previously shared, Onslow County did not fund our request this year. Swansboro TDA awarded the Town \$30,000 in July.

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Mid-October, met with electrical and mechanical contractors, and still waiting to hear from plumber. It would be our hope to begin the interior renovations in late November unless the contractors are ready before.

Town staff recently noticed the growth of mold in numerous areas inside the Visitors Center. This condition has necessitated the need to close the building until the problem can be remediated. As a result, mold remediation companies in the area were contacted and Right Coast Solutions responded and agreed to inspect the building to determine the source(s) of the problem and develop a remediation plan.

Upon inspection, mold was found in the kitchen, office area, outlets, crawl space, and HVAC duct work. In the interior, remediation would include removing the bottom 24" of drywall and applying mold blocking primer and foam insulation to block air intrusion from crawlspace. In the attic, an electric exhaust fan would be installed. In the crawl space, insulation and mold blocking primer would be applied. HVAC ducts, grates and vents would all be cleaned.

The total cost to perform the proposed work is \$15,250. A budget amendment would be required.

September 10, 2024, the Board of Commissioners requested staff to investigate further to identify more precisely the type of mold and best method to remediate.

During the Board of Commissioners' regular meeting on November 12, 2024, the Board approved remediation to use the \$45,000 already approved plus \$15,000 more, resulting in a total of \$60,000 to repair the visitor center.

January 28, 2025, The Board of Commissioners approved to Town Manager to enter into contract with Green House solutions.

LSAII/Stormwater Mapping Grant

Following adoption of a support resolution on September 12, 2022, the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be announced in February 2023. On February 9th Withers Ravenel shared that our application had been recommended for approval. We should receive the final award by the end of February.

Grant award was received April 5, 2023. Staff held a scoping meeting with Withers Ravenel on October 18th to review the draft agreement for services.

Two rounds of RFQs were sent out, with final submittals in August. WithersRavenel was selected to complete the project in October of 2023, and the contract was executed in early December. On December 18, 2023, kickoff meeting with staff and WithersRavenel, a public outreach meeting included a survey was scheduled for mid-March. The data collection portion of the project is projected to start early June.

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WithersRavenel and Staff continue to attend monthly check-in meetings for the project. On March 11, 2024, WithersRavenel and Staff held a public outreach meeting that included a brief summary of the project, time for public questions, as well as maps for the public to mark stormwater issues around Town. A public input survey was released to the public to indicate problem areas around Town as well. The survey was opened one week prior to and one week after the public outreach meeting. Survey crews are projected to begin data collection early June.

WithersRavenel and Staff met via Zoom on May 21, 2024, to discuss survey collection coordination. WithersRavenel requested that Town post in social media, and constant contact to notify citizens of surveyors being out in Town. They estimate that data collection could take a couple of months, possibly by the end of the year.

On June 3, 2024, data collection started.

June 17, 2024, WithersRavenel shared a data dashboard that has all of the survey information collected this far.

WithersRavenel and Staff met via Zoom on June 24, 2024. The survey team has made an initial pass on all the structures, and it's anticipated that all initial field work will finalize within the next week and at that time data collected would be reviewed and processed.

WithersRavenel and Staff met via Zoom on July 22, 2024, initial field survey has been collected. The data is in review. Once in-office review is completed, additional surveys may be required to verify spots flagged during the data review process.

WithersRavenel and Staff met via Zoom on August 26, 2024, Jill Carter will be replacing Monica Chevalier with funding administration. Any correspondence will go through Jill Carter moving forward.

Fieldwork has been completed and the team is now reviewing internally and migrating to the new database for town. Once the initial review is completed, they anticipate that a few places will need a second round of survey to a few isolated locations. The rest of 2024 is scheduled for database.

WithersRavenel and Staff met via Zoom on September 23, 2024, there continues to be an internal review of data collected as they flag areas that need additional verification. Should have more concrete updated on the next field date within the next month

Staff discussed pros and cons options with Tyler Christian for the Town to host/ view data when complete. The following software options were discussed:

Dimond maps software

- Inexpensive monthly cost.
- Provide good customer service and GIS support.

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- Cloud-based, Town doesn't have to store data locally.
- Town can view/edit data. They can also make attribute updates in the field for asset and track work/maintenance. Can also add photos or documents.
- GPS integration to map new features.
- Supports multiple users and can have specific permissions for certain users.
- Less customization of viewer/map.
- No spatial analysis is available.

ESRI/ArcGIS Online Platform

- More costly yearly subscriptions to maintain licenses and credits for hosting data in ESRI's cloud.
- Provides all the same benefits as Diamond Maps but allows for more customized online maps.
- The WR GIS team would setup the online maps and upload data. Would provide training at the end of the project.
- Allows spatial analysis and mapping tools to perform more in- depth spatial analysis.
- Allows editing, new feature collection, and can integrate GPS unit for more accurate mapping of new assets.

Gerald Bates (Tank) will be researching Brightly's software as a potential option. Tank and Tyler discussed that Diamond Maps or Brightly seemed to be the Town's best option moving forward. It was discussed that as they get more traction and confidence with Diamond Maps/Brightly that an ESRI-based solution could be an option down the road if they were to outgrow those platforms and needed more capability.

WithersRavenel and Staff met via Zoom on October 28, 2024, data should be wrapped up by the end of this year. The internal review is in its final phase and the final field work should take place in November for one day. The last step is to look at slopes. Once all is in place, they will begin looking at the hydraulic/hydrologic side of things and narrowing down the areas for capacity analysis. A final presentation for board approval should be early 2025.

WithersRavenel and Staff met via Zoom on November 25, 2024, they are working to have final database ready by the end of the year. Shawn with GIS and field crew will come out December 2, 2024, to look at the high traffic areas on Corbitt Avenue and double-check the survey in the area.

WithersRavenel and Staff met via Zoom on December 16, 2024, the discussion focused on justification for needing software to host GIS database. They will provide a write-up covering the different ways to view GIS data. The stormwater group is starting to review the data to identify where we can focus the modeling in Concept development should begin later in the spring/early summer 2025.

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WithersRavenel and Staff met via Zoom on January 27, 2025, The GIS Team is doing final QAQC on inventory dataset. Stormwater has a dataset to begin the H&H analysis (hydrologic and Hydraulic) After QAQC WithersRavenel will send it over, and work to get it uploaded to a hosting system that the Town decides upon. It was further discussed that WithersRavenel will provide write-up for the level of service that existing conditions will be evaluated against the following:

- 10-year event for closed network storm system and ditches
- 25-year event for roadway stream crossings (increased if NCDOT street that has higher design event)

Due to budgetary constraints, the model will not include every pipe. WithersRavenel will review the budget and propose study limits.

WithersRavenel and Staff met via Zoom on February 24, 2025, the GIS team visited and collected additional data on February 17, 2025, to incorporate it in the survey, review it, and run slopes. The final quality assurance of the full inventory dataset is to be completed, and once it has been QAQCed, they will send it over and work on uploading it to a hosting system to be selected by the Town.

Proposed 10-year model for closed network and increased to a 25-year model for main roadway stream crossings and even higher 50- or 100-year model if it's NCDOT with higher standards.

Next Steps include the following:

- Start building detailed existing condition model in the Halls Creek area, Hammock Beach Rd and with a secondary focus on the downtown water commercial area.
- They will provide model results and discuss potential improvements then design and reviewing cost benefit ratios vs. cost implement improvements.
- Once all is done, they will create a presentation and show that to the board.

WithersRavenel and Staff met via Zoom on March 24, 2025, discussed update on ways to host GIS database. Existing conditions model continues to be on track to be completed early May 2025.

WithersRavenel and Staff met via Zoom on April 28, 2025, discussed wrapping up existing conditions modeling and anticipating results at the end of May 2025.

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- Existing Conditions of Hydrologic and Hydraulic Modeling	102d	02/04/25	06/25/25
+ Prepare Hydrology	60d	02/04/25	04/28/25
+ Prepare Hydraulics	60d	02/04/25	04/28/25
+ Internal Model QA/QC	5d	05/01/25	05/07/25
+ PAOCS Identification	5d	05/08/25	05/14/25
+ Exhibits	10d	05/15/25	05/28/25
+ Share Draft Exhibits with Town	1d	05/29/25	05/29/25
+ Existing Conditions Model Review Meeting	3d	06/09/25	06/11/25
+ Model Finalization	10d	06/12/25	06/25/25
+ Conceptual Projects	71d	06/26/25	10/02/25
+ Project Prioritization	42d	10/03/25	12/01/25
+ Public Outreach 2	47d	12/02/25	02/04/26
+ Master Plan Report	293d	12/02/25	01/14/27

WithersRavenel and Staff met via Zoom on May 29, 2025, Conditions modeling and anticipated results were pushed back a few weeks to mid-June.

WithersRavenel and Staff met via Zoom on June 23, 2025, and reviewed the following existing conditions model results:

- Deer Run Neighborhood - confirmed problem area
 - Wetlands downstream have trouble draining
 - A multi-use shopping area is currently being built on PARID #000762 (per Onslow GIS)
- Main St. Ext
 - DOT road
 - All pipes seem to be undersized
- School Road
 - May be a maintenance issue
 - WithersRavenel to add back into the model during finalization stage
- Phillips Drive
 - 24" to Holly Ln discharging to Halls Branch is a confirmed problem area
 - No flooding across Phillips Drive
- Forest Ridge Neighborhood – confirmed problem area
 - Neighborhood built on wetlands
 - Pipes likely undersized
- Water St – confirmed problem area
 - Being resurfaced the weekend of June 28th

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- Front St – confirmed problem area
 - Pipe at outfall (24”) is always full of water
 - Residents often raise concern of flooding on Walnut St (from Broad St to Church St) but no confirmed visual evidence from town staff

WithersRavenel and Staff met via Zoom on July 28, 2025, Tyler GIS WithersRavenel Project Manager spoke with the ESRI representative and confirmed that we can use their account for storm water. Chief Randall has provided WithersRavenel with access to their ArcGIS Online account, and WithersRavenel is currently working on the data viewers. A draft viewer should be ready soon.

August 25, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel presented five key areas for consideration, each aligned with specific Areas of Concern (AOC) to explore potential grant opportunities. The town decided to prioritize on the following:

1. Forest Ridge neighborhood
2. Philips Drive to Holly Lane
3. Broad St and Marina

September 22, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continues to work on proposed concepts for the selected locations.

North Carolina Division of Coastal Management Main Street Dock Replacement Project

The Main Street dock is the oldest Town owned dock. Originally constructed in 1988, the Town received a North Carolina Division of Coastal Management grant for its construction. An addition to the dock was made in 1992 using the same source of funding.

In February 2025, Carteret Marine conducted an extensive inspection of the dock. The inspection findings determined the structure was unsafe, leading to its closure for both pedestrian and boater use.

Using the inspection report, Arendell Engineers from Morehead City estimated the demolition and construction of a replacement dock of the same size would cost \$143,314. Engineering, permitting, surveying and construction administration would add \$26,850 for a total project cost of \$170,164.

The Town of Swansboro submitted a grant application to the North Carolina Division of Coastal Management for replacement of the Main Street Dock and was awarded the following:

- Grant: \$127,623.00
- Cash Match: \$35,041.00
- In-Kind Match: \$7,500.00

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Total: \$170,164.00

Fire Grants

DCIP Grant -Public Safety Complex & Sidewalks

Applied June 14, 2024 (hard copies provided by Chief Randall TM office)

The Town of Swansboro was not selected to advance to the next phase of the DCIP grant. Chief Randall has requested a meeting to discuss and review the submittal on September 30, 2024.

Project 1 (Public Safety Complex): Town of Swansboro Public Safety Complex for Camp Lejeune - 28584-8451 – Applied July 3, 2025- Denied

Project 2 (Sidewalks): Town of Swansboro Transportation Infrastructure Construction for Camp Lejeune - 28584-8451 – Applied July 3, 2025- Denied

****Chief Jacob Randall applied for the following grants. He will notify us if they get awarded.**

AFG Grant

- Grant- EMW-2024-FG-04065- Vehicle Acquisition
 - Brush Truck- Pending application applied November 4, 2024
- Grant- EMW-2024-FG-00566- Operations & Safety
 - Fire Hose (Attack and Supply)- Pending application applied November 4, 2024
- Regional Grant for Radio Equipment with Hubert Volunteer Fire Department - Applied March 8, 2024- Denied

SAFER Grant - (6) Firefighter - Applied April 12, 2024 -Denied

Big Rock Foundation- Fire Department Boat - Pending Application Submittal (hard copies created 7.11.2024 TM Office)

Once the application is submitted to the Big Rock Foundation, Chief Randall will provide the updated application. -Denied

Completed Projects/Planning Items

Sidewalk Project

At their December 5, 2019, meeting, the NC Board of Transportation approved a funding request from NCDOT Division 3 in the amount of \$366,668.00. Per amended Swansboro Resolution 2019-R9, the Town contributed \$116,634 for a total project funding of \$483,302. The project was split into 3 phases/priorities to focus the limited funding to the portions that ranked higher in need.

Construction of this project commenced Thursday, April 8, 2021. NCDOT has estimated a project funding shortfall in the amount of \$97,000 due to limitations caused by ditching and utilities. The cost breakdown for each phase/priority is as follows (estimates as of April 16, 2021).

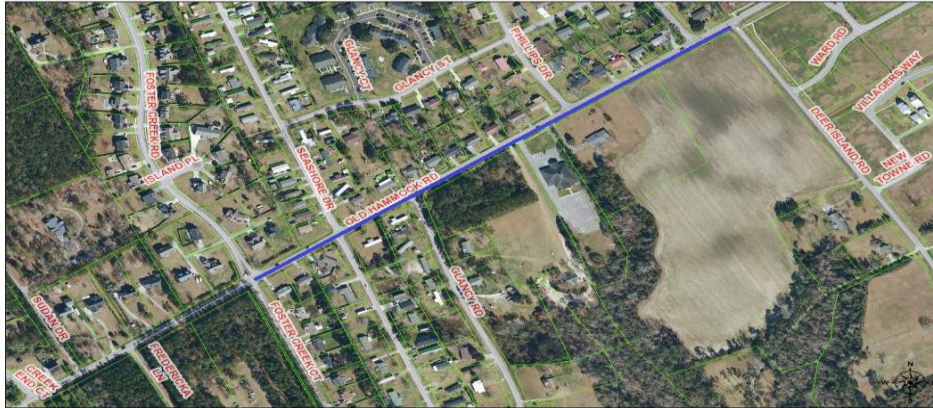
- **Priority 1** - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 – **Completed**
- **Priority 2** - Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 2021 – Groundwork/drainage underway. Project delayed due to two additional easements needed just beyond Deer Island Road. The water line depth too shallow in right-of-way. Easements requests were mailed out November 23, 2021.

Senate Bill 105 approved November 18, 2021, included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital and Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. One easement is still pending for this section (involves heirs and deed preparation on their part). NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

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Section 1 of Priority 2



Section 2 of Priority 2



One easement is still pending, but communication suggests we should have the easement in the near future. NCDOT still has some sitework to complete prior to constructing the sidewalks.

Priority 2 Completed. Ribbon Cutting was held on June 24th.

- Priority 3 - SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr \$125,000 - *NOTE: we have not prepared survey/design on this section yet, so costs may vary more related to this priority*

Priority 3 will connect the sidewalks at Park Place to Moore BBQ. This area has not been surveyed/designed and could likely (according to notes in 2019) cost more than \$200,000 due to right-of-way and stream crossing, utility issues. Five easements are required for this section.

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Priority 3



Staff is working with NCDOT on an updated maintenance agreement which also includes the breakdown of expenditures of the \$100K SCIF Funding (Town contribution). This information is necessary for reports we are required to provide back to the Office of State Budget and Management.

Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will re-submit those requests. Second letters sent July 2022.

During the April 4 Budget Workshop, a future Priority 4 was identified. We are waiting to hear back from NCDOT on funding estimates. NCDOT indicated on 10/10/22 that the on-call contractor hoped to start this sidewalk section in the last part of October. **Priority 4 completed.**

According to NCDOT revised cost estimate, Priority 3 & 4 combined will be \$99,994.80. We are still waiting for the Sidewalk Agreement to be updated to include the last portion of Priority 2 and Priorities 3 & 4.

Sidewalk easement received from Justin Weiss/1130 Hammocks Beach Rd. Still need three others from Rawls. NCDOT has been notified. As a reminder – the funding from Priority 3 was moved to Priority 5 & 6 by NCDOT due to it taking so long to obtain the easements. Storm ditch crossing engineering cost will have to be funded by the Town and sidewalk construction will be dependent on future NCDOT funding or the Town can also provide funding.

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Priority 4 - Completed



Future Priority Areas – as previously noted (Manager's Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly. NCDOT shared on 10/10/22 that funds were available to complete that portion ending north of Pelican Circle to the Piggly Wiggly driveway. The Town will work to obtain the required easement. I did inquire whether the partial south of Pelican Circle/adjacent Pineland Drive could be included but have not heard back from NCDOT to date. A second letter was sent to the Perry family on November 17 regarding the needed easement for sidewalk extension. The first letter was sent on October 24th. A third letter was hand delivered to Mr. Perry on December 5 and Mr. Perry indicated he was having issues getting all owners to agree. Owners include members of the Perry family, heirs to Irene Pinkston.

Future priority areas were discussed with the BOC July 25, 2022, but no decisions made until more development made on Priority 3. The easement for Priority 4 was secured in the last week of July and shared with NCDOT so that this section could be moved forward ahead of Priority 3. Thus far, no easements have been secured for Priority 3.

On September 26, the Board identified the following Priority Areas: (Note: *priority numbers reassigned by NCDOT*)

Priority 5

Extension of the sidewalk north from the Cottages to Piggly Wiggly side entrance street
Obtained list/addresses for all eight property owners of parcel 056535 on January 5, 2023. Finalized the easement document and mailed all property owners a separate easement to sign. Once all received back, I will notify NCDOT to schedule the sidewalk construction. As of 2/23/2023, one of eight easements received.

3/10/23 – I made some progress on obtaining easement signatures for Priority 5. I received all the signatures needed from the Perry family. However, none of the signatures from the Pinkston family have been received despite numerous letters and Perry family attempts.

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3/28/23 – all required easements received from Perry and Pinkston family and forwarded onto NCDOT. Ditch piping has been installed at the entrance to the Piggly Wiggly. NCDOT indicated that this section would be completed in a 6–8-week timeframe.

Priority 5 completed in September 2023



Priority 6

Pineland Drive parcel south of Pelican Circle to connect to the existing sidewalk at Cottages

NCDOT shared on 11/17/22 “we have reached out to the Environmental Unit to determine if we could extend the existing crossline to extend the sidewalk, or if permitting would be required. We have not yet estimated this work, since we are uncertain what may be involved. If we are able to pursue this section, then we will need an easement from the property owner (but do not reach out to them until we have determined that we can move forward), and we would want to remove the short section of sidewalk that turns out towards Old Hammocks Rd. This is not acceptable practice as it is leading to a roadway where there is not a Stop condition, nor is there a permitted mid-block crossing.”

On February 2, 2023, NCDOT gave the okay to seek the required easement for this priority. That request was mailed February 3, 2023.

Two easement letters have been sent to the property owner with no response. The last letter gave a deadline of March 15th. Easement obtained late March and provided to NCDOT. The Town obtained an engineered pedestrian crossing for this priority. Waiting to hear from NCDOT on utility conflict/pipe extension.

Priority 7

Main Street Extension from the Recreation Center to Old Hammock to Highway 24 – awaiting cost estimate from NCDOT. Subject to future funding.

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Priority 8

Gaps without sidewalks on Highway 24 from Old Hammock Road to downtown – awaiting cost estimate from NCDOT. Subject to future funding.

Priority 9

South side of Highway 24 from Walmart to Queens Creek – awaiting cost estimate from NCDOT. Subject to future funding.

Following a TRC Meeting at Town Hall on December 13, I met with our NCDOT District Engineer to discuss the priority areas described above further. She noted a change to our priority areas as noted above in red and that she would be reviewing the funding left in this cycle once priority 4 was paid out. She felt confident there should be funding left to complete Priority 5&6 as re-numbered above. As a side note, the Town still has the \$100k provided by the SCIF Funding if NCDOT's estimates are more than what is left with NCDOT. Pedestrian crossing for Priority 6 estimate \$5000.

On February 6th, I had an additional conversation with property owners of Priority 3. They seem interested in working with the Town now. I reached back out to NCDOT to schedule a meeting with the property owners. On 2/22/23, our Division Engineer indicated that they will create a detailed aerial of where the sidewalk/easement will be. A reminder that Priority 3 was taken off the NCDOT work list, and those funds were shifted to Priority 4, 5, and 6. If the Priority 3 property owners were agreeable to provide an easement, a new estimate would have to be obtained, and the Town would be responsible to have engineer/design and pay for the stormwater crossing. NCDOT has made it clear they will not pay for that.

Priorities 7-9 have been sent to NCDOT. However, they are subject to future funding NCDOT may get, unless the Town wants to fund them.

August 15, 2024, the Town Manager met with NCDOT representative Ron Van Cleave and JUMPO representatives Stephanie Kutz and Teri Dane. Initial steps identified in restarting the Sidewalk Priority Projects was to identify a funding source. Most likely federal funds going through JUMPO 80/20 split. Also, need to prepare a new RFQ for engineering and design services.

Timeline: Retain Engineering services, Design, permitting and easement acquisition in 2024/2025. Construction 2026.

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Main Street Urgent Care

1058 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction across from old ABC store.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed and issued Certificate of Occupancy on April 9, 2025.

Mavis Tire

1411 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction at its site in front of Food Lion.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed and issued Certificate of Occupancy on April 30, 2025.

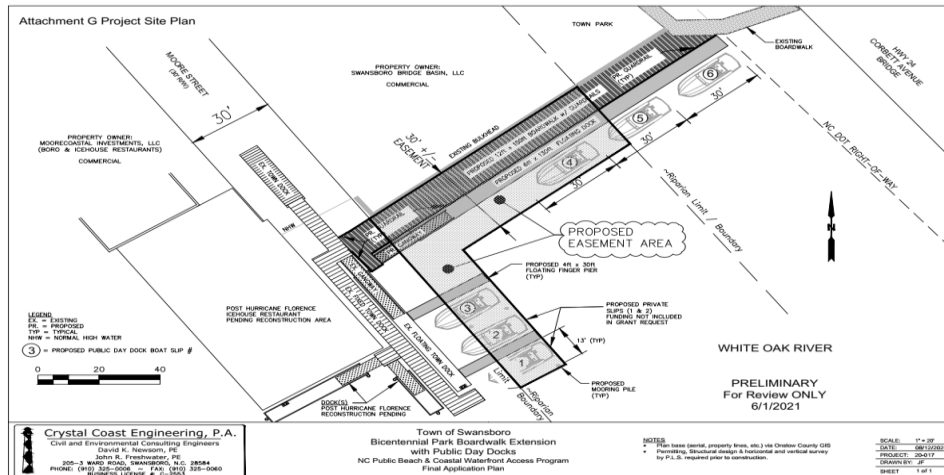
2020 NC Public Beach Coastal Waterfront Access Grant Project

The Town received notification on November 3, 2020, that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match will be non-cash/in-kind. The project will include the following:

1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
3. There will be four boat slips to accommodate day visitors in small boats

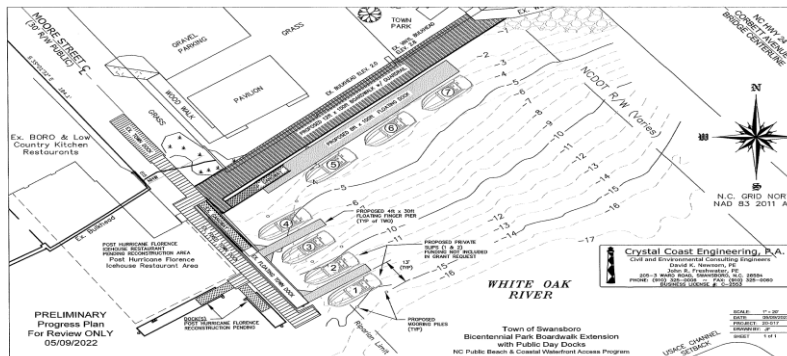
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The Lease and Dock Rental Agreements have been executed with Randy Swanson. Kathy Vinson and Crystal Coast Engineering have been re-engaged to continue work on the project.

A redesign of the dock (below) was necessary to remove the kayak launch which once existed when Pogies was located on site. Removal of the kayak launch offered space for one additional boat slip. John Freshwater and Kathy Vinson are preparing the final notes on the plan, which will be submitted to CAMA for permit modification. Once the permit modification is in hand, we can send out an RFP on construction.



Kathy Vinson continues to work with CAMA on our permit modification. NCDOT met on site this week to review and provide comments on the project as requested by CAMA.

As reported in the weekly brief June 24th, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting

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to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so it's all done at one time. We are still working with NCDOT on the required encroachment agreement and Kathy Vinson has contacted CAMA who is agreeable to allow NCDOT piggybacking on our permit and submittal of the CAMA application with an email from NCDOT with assurances that they are working on the encroachment agreement. Due to the delays with this project, we have been advised to go ahead and ask for a grant extension now because the review time is so backed up.

Permit modification has been submitted to CAMA. A request for a grant extension has also been submitted.

We received an acknowledgement letter from CAMA on Tuesday 9/20 for our permit modification request dated August 16, 2022. We have posted the property as required. CAMA indicated that the projected deadline for a decision is October 20, 2022, but an additional 75-day review is permitted by law. As a reminder, we have also sent a request for a grant extension.

The grant extension (Amendment 1) was received October 12, 2022. The Permit Modification was received on November 30, 2022. The NCDOT Encroachment Agreement was received January 9, 2023. Arendell Engineer, John Wade has been engaged to begin preparing the construction drawings.

The Historic Preservation Commission heard and approved the COA for this project on February 21st. Additionally, because we must do some minor dredging prior to construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 8th and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting for a quote for dredging. As previously mentioned, Arendell Engineering is currently working on the construction drawings for bidding out the project.

Kathy Vinson and I have been working toward getting the dredge work done before the dredge moratorium goes into effect (April - September). We received two quotes - both exceeded the \$5000 amount I was given some time ago. Only one company can commit to equipment on site and work started by April 1 (Coastal Marine). A budget amendment may be required for FY 22/23 or if the project gets delayed, we will add the amount into the FY 23/24 budget.

Budget amendment approved 3/27/23. Dredge work was completed April 8. Kathy Vinson is working on the required stormwater permit; we hoped we would not have to do. The stormwater permit was submitted the second week of June.

On Friday, August 11th, 2023, property owner, Randy Swanson notified the Town that the ground was cracking at the shoreline/bulkhead. On Monday, August 14th we met with

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Crystal Coast Marine/Justin Cleve, who shared that he could drive pilings to secure the bulkhead as an immediate solution. The proposal was sent to CAMA for consideration. On Tuesday, August 15th I received approval from CAMA for maintenance/repair to drive the pilings, which were then driven on Wednesday, August 16th. The land side of the bulkhead continues to deteriorate due to the tide washing in/out around the bulkhead. Required bulkhead replacement costs \$101,450 – BOC approved October 5, 2023. A modification of current CAMA Permit 112-05 was required and received through fast-track review on September 15, 2023, along with approval from the US Army Corp of Engineers. The Stormwater Permit for the Boardwalk and the Bulkhead Replacement were received on September 13, 2023. Crystal Coast Marine finished the Bulkhead repair project the week of February 12, 2024

Subsurface Exploration and Geotechnical Engineering is scheduled to be done on Monday, October 23rd to evaluate the soil conditions for the proposed development. Project Engineer John Wood, Arendell Engineers, continues to develop final plans not only for the new bulkhead but the boardwalk as well. Final construction plans and accompanying bid documents are expected to be completed early March 2024. Once plans and bid documents are received from Wood, the Town will seek bids from contractors to perform the project. According to project coordinator Kathy Vinson, there should be ample time to get the project completed before the latest time extension expires in October 2024.

The Swansboro Tourism Development Authority awarded the Town \$12,500 towards the bulkhead replacement costs on October 5th. A request has also been sent to Onslow County seeking tourism assistance for the bulkhead replacement as well.

An RFP was posted and advertised for construction of a fixed timber platform, floating dock, and few floating slips at the existing water access. Sealed bids were opened on August 6, 2024, six contractors submitted bids the lowest bid was \$233,200, significantly over grant funds available.

The Town Manager was authorized to work with the project Engineer and the lowest bidder, Carteret Marine, in an effort to modify the design in a manner that brings the project within budget and return to the board as soon as possible.

A final extension was granted in July 2024 through April 1, 2025.

August 20, 2024, Town Manager, Staff, and Kathy Vinson, met with Arendell Engineers and Carteret Marine, which included an on-site inspection of the Dock Walk site to discuss necessary adjustments to the project plans. Arendell Engineers will be revising and resubmitting the drawings, aiming to optimize costs to Carteret Marine, who will provide an updated cost estimate based on the new plans.

On September 9, John Wade, Project Engineer, submitted a list of design changes resulting in a reduction of \$22,000.

Town of Swansboro, NC Manager's Report

Revised Carteret Marine Proposal	\$211,200
Engineering and Construction Management Fees	<u>\$15,000</u>
Total	<u>\$226,200</u>
Less Total Grant Award	<u>\$158,300</u>
Additional Funds Requested	\$67,900

Project revision

- Removal of four (4) tie piles from project scope.
- Removal of Class B stone beneath armor stone from project scope.
- Shift the platform that previously straddled the current bulkhead to directly waterward of the bulkhead.
 - Reduce the width of the walkway to 10'.
 - Use #2 southern yellow pine lumber beneath the deck.
 - Remove the handrail from the landward side of the platform.
 - The Walkway will be flush to existing bulkhead cap.
- Still working on how to address the ADA issue with the current bulkhead cap.
- Shorten the gangway from 30' to 20'.

September 10, 2024, the Board of Commissioners meeting requested funding assistance from TDA.

A TDA meeting is scheduled for October 1, 2024

On October 1, 2024, The TDA approved \$15,950 for the Dockwalk project,
On October 14, 2024, the Contract awarding the Project to Carteret Marine in the amount of \$215, 300 was signed. The expected construction starts on 10 /28/2024.

The permit to install floating dock and dock walk system was processed and issued on November 5, 2024, to Carteret Marine Services LLC

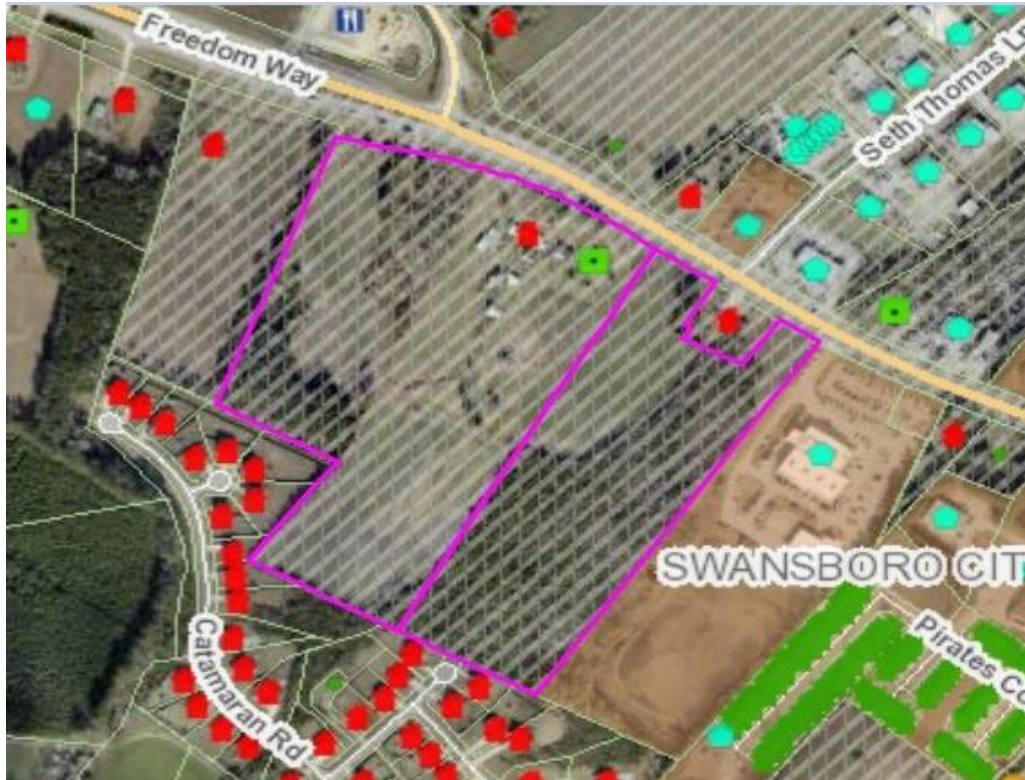
April 9, 2025, final walk through of project site was performed by the project Engineer, Contractor, Town representatives, and CAMA representative. The Project was deemed to be built according to approved design. NCDOT had previously approved the installation of the rip rap along bulkhead abutting Hwy 24.

Project was completed and issued Certificate of Compliance on April 23, 2025.

Future Planning Matters

Flybridge Project (1481 W Corbett Avenue)

At 1481 W. Corbett Ave, the proposed mixed-use development will consist of 324 multi-family units and six commercial outparcels on approximately 39 acres of land. This parcel of land is in Swansboro's extra territorial jurisdiction and does fall under Swansboro's planning jurisdiction.

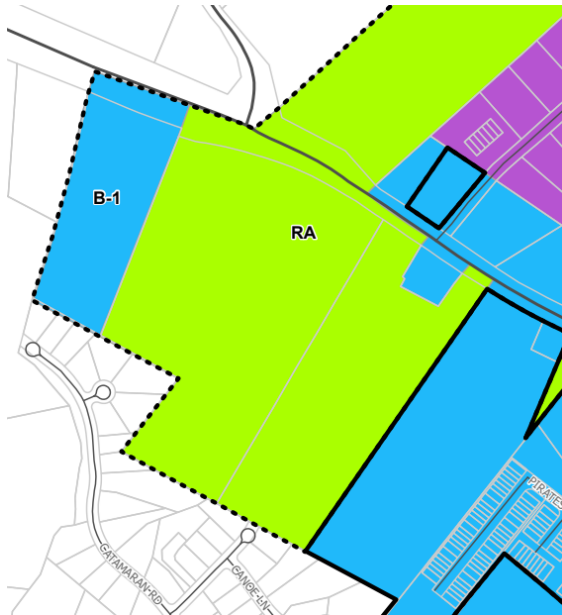


To start, developers for Flybridge have applied for a conditional rezoning and a future land use map amendment (please see application attached). Currently, the parcel is zoned RA (rural agricultural) and is also labeled as RA (rural/agricultural) on Swansboro's Future Land Use Map making it inconsistent for this type of development. In order to meet zoning and planning requirements, they are requesting to be rezoned to Conditional B-1 (business) and have the Future Land Use Map be amended to Suburban Town Center (highway commercial). Conditional rezonings differ from your standard rezoning process in that it allows for the Town to set conditions in order to meet desired development and typically is used to preserve environmentally sensitive areas such as wetlands. In return, the developers are granted some flexibility in zoning requirements such as lot sizes, setbacks, and building heights.

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Town Zoning Map and Legend



Swansboro Future Land Use Map and Legend



Legend

- Urban Waterfront
- Road Centerlines
- Town Limits
- Extraterritorial Jurisdiction (ETJ)
- Future Land Use Designations**
- Traditional Town Center (TTC)
- Suburban Town Center (STC)
- Coastal Traditional Neighborhood (CTN)
- Low Density / Suburban Neighborhood (LDSN)
- Rural / Agricultural (RA)
- Employment / Light Industrial (ELI)
- Conservation Priority Area (CPA)
- Gateway Corridor (GC)

Steps needed for approval:

1. Two community meetings held by developers to inform citizens on proposed development (this is a requirement of conditional rezoning and mailed notice was sent out to all who live in a mile radius of the site). This is not a Town sponsored meeting, and no decisions are made at this meeting.

After community meetings are completed:

2. Future Land Use Map amendment to Suburban Town Center and;
3. Conditional rezoning to B-1

Items 2 and 3 will be heard first at the Planning Board, most likely the beginning of January, and then at the Board of Commissioners late January/early February depending on if the

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Planning Board decides to table discussion/recommendation for any reason. With approval of both step 2 and 3 from the Board of Commissioners, they will then move to step 4.

4. Technical Review Committee which is a staff level review of Site Plan.
Once TRC review is complete and Site Plan is approved;
5. Special Use Permit will need to be granted. Multi-family development, apartments in this case, is only a permitted use with a Special Use Permit in B-1.

The Special Use Permit application will first go to the Planning Board for review and recommendation and then go to the Board of Commissioners for approval or denial.

- This project is not a use by right. It needs a rezoning, CAMA Land Use Amendment, and Special Use Permit to proceed.
- Went through preliminary Technical Review Committee for Site Plan review.
- Developers held community meetings per conditional rezoning guidelines.
- Flybridge went before the Planning Board for a recommendation regarding conditional rezoning and CAMA Land Use Plan Amendment (the Special Use Permit will be heard at a later date) and the Planning Board did not recommend approval.
- The next step is for the application to be heard by the Board of Commissioners for approval or denial of conditional rezoning and CAMA Land Use Plan Amendment in February.

The application for a CAMA Land Use Plan Amendment was denied and the applicants decided to withdraw the application for the Conditional Rezoning at February 25, 2025, Board of Commissioners meeting.

On August 5, 2025, Flybridge's second application for a CAMA Future Land Use amendment and conditional rezoning was submitted and presented to the Planning Board. The Board tabled the item until the September 2, 2025, meeting. At their September 2, 2025, regular meeting, the Planning Board recommended denial to the Board of Commissioners for both items. *The application was then heard by the Board of Commissioners at their September 23, 2025, regular meeting. Both items were denied.*

As part of the review process, the required Traffic Impact Analysis (TIA) was evaluated by Jeff Hochanadel of the Timmons Group (the Town's traffic engineer) in coordination with engineers at NCDOT. Both parties provided comments and required the developer to make improvements. NCDOT's approval letter of the Flybridge TIA was subsequently reviewed and approved by the Town's engineer. A sealed report documenting this approval will be provided soon by the traffic engineer. *A sealed report documenting this approval was submitted by the traffic engineer and was included in the agenda package.*

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Bamboo Restaurant and shops

768 W Corbett Avenue

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 12/6/24.
- Site Work (grading, tree clearing, etc.) has begun.
- The next step is the Building Plan review in order to obtain permits to begin construction, these have not yet been submitted.
- In March of 2025, Bamboo submitted for review of a revision to the previously approved Site Plan for a change to the parking lot layout, this has not yet been approved.
- Revised site plan was approved.
- Building plans were approved September of 2025

Wawa Convenience Store and Gas Station

1071 & 1073 W Corbett Avenue

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 1/15/25.
- Building Plans are currently under review.
- The next step is to obtain Building Plan approval, pull Building Permits, and begin construction at old ABC store and car wash site.

Brezza Lofts (Town Homes and Lot 8 of Ward Farm Town Center)

- This project is not a use by right in B-1 zoning district, it required UDO text amendments and a Special Use Permit, which have all been approved by the Board of Commissioners in October of 2024.
- The beginning of project construction is currently on hold due to redesign and additional approvals needed.

Swansboro Family Dental

1129 Hammocks Beach Road

- This project is a use by right in B-1 zoning district.
- A Site Plan was submitted for internal review in April of 2025, TRC review, and comments are to follow.
- Site Plan was approved in August of 2025

Town of Swansboro, NC

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Havens At Hammocks Beach (Minor Subdivision)

- This minor subdivision is 7 lots and considered a use by right in R-20SF zoning district.
- The minor subdivision plat was submitted for internal review in February of 2025. TRC review and comments are to follow.

School Street Phase one (Multi-Use Store Front)

1121 W Corbett Avenue

- This project is a use by right in the B-1 zoning district
- A Site Plan was submitted for internal review in June of 2025. TRC review and comments are to follow.
- A second Site Plan submittal and TRC review was held in October of 2025.

1017 W Corbett Avenue (Multi-Use Store Front)

- This project is a use by right in the B-1 zoning district.
- A Site Plan was submitted for internal review in October of 2025. TRC review and comments are to follow.

Department Reports for September 2025

Administrative Services

- Phone Records Report for September: 1,948 calls

Internal – 522	Town Hall – 358	Parks and Recreation – 245
Police Department – 369	Fire Department – 78	Outgoing totals – 376
- Building permits sold for September: 25 residential/commercial combined; \$12,147.12 total fees collected (includes 4 re-inspections)
- 73 Building inspections scheduled/31 Fire Inspections processed
- 397 Various receipts processed
- 522 Stormwater payments processed
- 3 Code Enforcement Violations
- 344 ONWASA payments processed; 1 New Services; 4 other requests
- 6 Work Orders generated for Public Works
- 6 Notarization's performed
- US Census Report Submitted – Permits
- Finalized August Departments Report
- Submitted Annual Appointment Reporting for Local Government Boards
- Attended Mullet Run Logistics Meeting
- Attended Mullet Festival Logistics Meetings
- Letters mailed the below Organizations announcing Sam Bland Award Nominations sought and posted to constant contact and Facebook
 - Church of Christ
 - First Baptist Church
 - Grace Church
 - Jehovah's Witness
 - One Harbour Church
 - St. Mildreds Catholic Church
 - St. Peters Church
 - St. Thomas Mt. Zion Church
 - Swansboro United Methodist Church
 - Swansboro High School
 - Swansboro Middle School
 - Swansboro Elementary School
 - Queens Creek Elementary School
 - Swansboro Rotary
 - Swansboro Area Chamber of Commerce
- Public Records Requests
 - Tideland News – Festival economic impact information
 - SmartProcure – PO/Vendor Information
 - Mass public records request – Joe Brown email records

Department Reports for September 2025

- The Data Branch – All purchase orders issued January 1, 2021, to present day
- Vicki Brown – Flybridge related emails & text messages
- Junior Freeman – Rotarty Property purchase records
- Daniel Cornell – Conflict of interest disclosure records for BOC (does not exist)
- Constriction on the Rise – Building Permits issued with values August 2025
- Henderson – Building Permits issued with values August 2025
- Carolina Permits – New Homes building in August 2025
- Construction Monitor – Building permits issues August 2025
- MarketGraphics Research Group – New Homes building in August 2025
- Received and handled 13 “Contact Us” request from the Website
- Received and responded to 7 emails from Jimmy Williams for information
- Worked with Onslow County IT on conversion project
- Provided assistance with Stormwater maintenance coverage information in subdivisions.
- Mullet Festival Parade Preparations 22 Applications Processed (processing applications, handling inquiries, contacting affected businesses, etc.)
- Issued New Releases/Constant Contact/Facebook posts for:
 - BOC 9/9/2025 Regular Meeting
 - 2024 Tunnel to Towers 5k Run/Walk
 - Fire Department Strategic Planning Meeting
 - Yard Waste Collection – Delay 9/10/2024
 - Call for nominations, Sam Bland 2025
 - BOC 9/23/2025 Regular Meeting
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 1,808

Top 5 pages viewed in September: Employment Opportunities – 573

BOC Members – 321 | Departments, Police – 246 | Departments, Permitting - 205

Contacts – 157

Finance

- Sales & Use Tax received in September 2025 is \$144,051
- Accounts Payable Summary for September 2025:
 - 189 Invoices-Totaling: \$310,049
 - 60 Purchase Orders Issued
- Processed payroll- 9/5/2025 & 9/19/2025
- PEV ChargePoint Station-Accumulated (kWh) for September 2025:(888)
- Session fees collected-\$246.24

Department Reports for September 2025

- Stormwater Fees Collected-September 2025-\$120,463
- Attended staff meetings
- August 2025 Bank Reconciliation-Town accounts
- August 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 8 hours
- Processed Swansboro TDA checks
- Gathered financial information for 9/23/2025 regular meeting session
- Gathered and submitted required information for the Workers' Compensation self-audit.
- Attended the following webinars:
 - New State Law Requiring Background Checks-Parks & Recreation
 - NC 401K and NC 457 Plans: Employer Corner
- Attended Tyler Technologies implementation session for Data Insights, the Town's Open Data and Transparency platform.
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- The auditor is currently conducting the audit and drafting the financial statements. Once the draft is complete, the Finance Director will review it prior to submission to the Local Government Commission (LGC).

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date) <i>January 1 – September 30</i>
Swansboro Town {17A}	81	746
Swansboro County {17B}	24	209
Aid Given	21	152
Total Call Volume	126	1107
Aid Received	4	31
Overlapping Incidents {% of Volume}	14 {11.1%}	202 {18.24%}
Missed Incidents (Overlapping)	3	6

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to September 30</i>
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Department Reports for September 2025

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Standard Fire Inspection	12	194
New Business Inspection	1	6
Fire Suppression – Hoods	28	96
Special Event – Tents	1	3
Plan Review	3	20
Code Violation/Complaint	0	2
Total	45	321

Agency Training

Training Category	Monthly	Annual (To Date) <i>January 1 – September 30</i>
Company Training	385	3082
Facilities	0	18
Fire Arson Investigator	0	0
Fire Prevention Inspector	0	31
Fire Life Safety Educator	12	21
Hazardous Materials	45	84
Officers	34	85
New Driver	13	48

Department Reports for September 2025

New Recruit	0	246
Existing Driver	0	150
EMS	9	41
Emergency Management	3.5	5.5
Total	501.5	3819.5

* Training hours may differ from previous reports, reconciliation is still processing for appropriate ISO categorization.

** New Recruit hours increase only upon members' successful completion of a fire academy

Parks and Recreation

DIRECTOR'S REPORT

Festivals

- Festival website updates-ongoing
- Applications are still being accepted for the Christmas Flotilla, Arts by the Sea 2026
- Secured fireworks for 2026.
- Working with graphic designer to design the Mullet Festival map and information piece.
- Continue working with Front Row Communications for festival advertising.
- Collaborating with WITN and WNCT for digital advertising and commercials.
- Continue to work with the Tideland news and Curtis Media on advertising.
- Working with Jacksonville Onslow Sports Commission to host the 3rd Annual Movin' Mullet 5K. Logistical meeting held.

Miscellaneous

- Serving on the Tunnel to Towers committee. Attending planning meetings. Event was held on September 13, with 1125 registered participants. Estimated attendance was 1,400.
- Met with area parks and recreation directors. The group was formed with the intention of collaborating with events, shared expertise, peer support, problem-solving network, resources sharing, training opportunities, and staying current the recreation trends. The group plans to meet quarterly.
- Continue to work on project for pickleball courts.
- Serving on America's 250 planning committee for Onslow County.
- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.

Department Reports for September 2025

- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Manage community service work program.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center.
- Attend pool committee meetings.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Attending quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Activity Report

Organization Activity					
From 9/7/2025 to 10/7/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	160	39	24	0	104
Resident	16	6	13	0	14
Non-Resident	144	32	11	0	90
No Residency Set	0	0	0	0	0
Demographics					
< 18	43	2	0	0	14
18 - 65	100	32	21	0	83
65+	17	4	3	0	7
Male	66	18	18	0	49
Female	94	20	6	0	55
Other Genders	0	0	0	0	0
Online vs In-House					
Online	81	0	0	N/A	52
In-Person	79	38	24	N/A	52

Department Reports for September 2025

Metrics-social media

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	19,136	341,000	6,300	224,700	105
Facebook-Festivals	9,305	7,400	751	51,400	45

Revenue

Slip Fee - Town Dock	\$1,352
Rental Fees-Parks	\$415
Rentals Rooms	\$1,805
Rec Program Fees	\$2,007.66
Gym Memberships	\$295
Dog Park Memberships	\$30
Festival Vendor Fees	\$3,060

ASSISTANT DIRECTOR MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Completed all purchase orders for Mullet Festival
- Began planning social media campaign for Mullet Festival
- Attended meeting with T2T director about volunteers
- Attended meeting with Fire Chief about upcoming programs
- Attended 4H interest meeting
- Attended 2 Mullet Festival logistical meetings
- Planned pickleball tournament
- Continued planning and executing upcoming Sprout Scouts and Tiny Trekkers
- Attended Coastal Carolina Community Fair
- Began coordinating with local restaurants for Mullet Festival VIP tent
- Coordinated with contract instructors on upcoming programs
- Met with Diamond Bus Shuttle Company to discuss alternate route for Mullet Festival
- Helped plan and execute National Night Out

Department Reports for September 2025

- Worked with T2T director on volunteers for event and marketing
- Continued BarkFest social media campaign
- Planned and organized Halloween Craft Night
- Attended National Night Out logistical meeting
- Attended sponsorship webinar
- Began preparations for Mullet Festival: mullet toss, mullet hair competition, supply list, staffing, volunteers, and communication
- Attended Movin' Mullet meeting

Planned Programs

POUND! – September 6th – October 18th

- 11 drop-ins
- 1 series

Wreath & Wine Fall Wreath

- 5 registered and 5 attended

Tai Chi Classes – September 11th – October 16th

- 10 registered and 5 waitlisted

Seaside Book Buzz

- 27 registered

Sprout Scouts Puppy Pals – September 19th

- 20 registered and 15 attended
- 3 waitlisted

National Night Out – September 19th

- 41 vendors
- Estimated 800+ in attendance

Finger Painting Art Class – September 25th

- 8 registered and 8 attended

BarkFest – September 27th

- 22 vendors
- Estimated 500+ in attendance

Wreath, Witches, and Wine – September 30th

- 7 registered and 7 attended.

Planning*Planning Board*

- The Planning Board regular meeting was on September 2, 2025.
 - CAMA Future Land Use Map Amendment for parcels on W Corbett Ave from RA to Suburban Town Center. Flybridge Swansboro LLC has submitted an application for a future land use map amendment. The amendment proposed would change the site located at 1481 W Corbett Ave from a RA (rural/agricultural) designation to a Suburban Town Center designation. This agenda item was recommended for denial to the Board of Commissioners.
 - Zoning Map Amendment to rezone parcels on W Corbett Ave from RA to B-1 Conditional Zoning. Flybridge Swansboro LLC seeks a conditional rezoning for +/- 38.92 acres on parcels of land identified as Tax Parcel ID 019494 and 027733, from RA (Rural/Agricultural) to B-1 CZ (business conditional zoning) to develop a proposed multi-family and commercial project. This agenda item was recommended for denial to the Board of Commissioners.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting was on September 16, 2025, due to lack of agenda items.

Routine Activities

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Attended TCC P8 Subcommittee meeting with JUMPO.
- Attended festival logistics meetings.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
- Continued work with ongoing Stormwater Master Plan grant and Emmerton School rehabilitation grant.
- Attended Risk Assessment Training

Police Department*Patrol*

- 456
- 153 Reportable Events
- 15 Wrecks
- 1 Felony Arrest
- 11 Misdemeanor Arrests

Department Reports for September 2025

- 4 Arrests by Warrant Service
- 3 DWI Arrests
- 8 Arrests with transport to the Onslow County Jail
- 68 Citations Issued
- 73 Verbal/Written Warnings
- 7 Felonies Reported (3-Fraud; 2-Larceny; 2-Identity Theft)
- 39 Misdemeanors Reported (17-Larceny; 9-Property Damage; 4-Assaults; 3-Trespassing; 2-Communicating Threat; 2-Narcotics Related; 1-Stalking; 1-Traffic Related)
- 4 Disputes/Public Disturbances
- 14 Alarm/Open Door Reports
- 4 Domestic
- 2 Death Investigations
- 3 Drug Overdoses
- 1 Crisis Intervention with Mental Subject
- 29 Suspicious Incidents/Persons/Vehicles
- 7 Town Ordinance Violations
- 118 Requests by other agencies for assistance.
- 45 requests by citizens for non-crime related assistance.

3,916 Total Events Performed by Patrol

Community Service/Training

- 6 Funeral Escorts.
- 5 requests for fingerprinting.
- 23 Business closing standbys.
- 406 Business checks.
- 2 RU Ok? Participants.
- 4 residence checks.
- Provided security and traffic control for the Tunnel 2 Towers 5k run/walk.
- Conducted first National Night Out.
- Lt. Ray completed First Line Supervision training. 40-hour training conducted at Cape Fear Community College.
- Chief Taylor attended the monthly Crime Stoppers meeting held in Jacksonville.

Admin Services

- Answered 365 phone calls during business hours.
- Assisted 153 walk-in request for assistance during business hours.
- Took 50 requests for report copies during business hours.

Public Works

no report provided