



Board of Commissioners Agenda

Town of Swansboro

Tuesday, July 28, 2026

Revised 7/27/2026

Board Members

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

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

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

III. Adoption of Agenda and Consent Items

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

III. Consent Items:

- a. May 12, 2026, Regular Meeting Minutes
- b. Tax Refund Request

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$195.84.

Vehicle Tax

Walters, Christine Carol	\$126.65	Tag Surrender
Gaskell, Deborah Elaine	\$48.35	Tag Surrender
Santariga, Justin Gregory	\$20.84	Tag Surrender

- c. Budget Ordinance Amendment #2027-1

IV. Appointments/Recognitions/Presentations

V. Public Hearing

a. UDO Text Amendment to § 152.130-135 Enforcement and Review (Revised 7/27/2026)

Presenter: Rebecca Brehmer, CFM, CZO- Town Planner

After recent discussion involving code enforcement efforts and the discovery of a discrepancy in UDO § 152.130-135 Enforcement and Review regarding code enforcement and Civil Penalties by the town attorney, a text amendment is proposed handling violations.

Recommended Action:

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2026-06 amending § 152.130-135 Enforcement and Review.

VI. Business Non-Consent

[a.](#) **Review of Sidewalk Priority List**
Presenter: Jon Barlow – Town Manager

[b.](#) **Monthly Financial Report as of June 30, 2026**
Presenter: Sonia Johnson – Finance Director

[c.](#) **Future Agenda Topics**
Presenter: Aliette Cuadro – Deputy Clerk

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

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

[a.](#) Projects Brief

[b.](#) Department Reports

X. Board Comments

XI. Closed Session

XII. Adjournment

Town of Swansboro
Board of Commissioners
May 12, 2026, Regular Meeting Minutes

Item III - a.

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Douglas Eckendorf, Commissioner Tamara Pieratti, Commissioner Tim Vannoy, and Commissioner Wayne Herbert.

Call to Order

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

Public Comment

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

Adoption of Agenda and Consent Items

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, the agenda as prepared and the following consent item was unanimously approved.

- March 10, 2026, Regular Meeting Minutes

Appointments/Recognitions/Presentations

Recognition of Cason Justice - Teacher of the Year

Mayor Justice presented a proclamation recognizing Cason Justice, a history teacher at Swansboro High School who was named the 2026 Burroughs Wellcome Fund North Carolina Teacher of the Year. Mr. Justice spoke and shared that Swansboro High School was the first place to offer him employment following his graduation from NC State University. He expressed deep gratitude for the community's support over the years and stated his intention to remain a part of the community for as long as possible.

National Police Week

Mayor Justice read a proclamation recognizing May 15th as Peace Officer Memorial Day and the surrounding week as National Police Week. Police Chief Dwayne Taylor thanked the Mayor and the Board for their continued support of the agency and expressed appreciation for the community's consistent and visible recognition of officers. Chief Taylor especially recognized the officers present at the meeting as the backbone of the agency.

Business Non-Consent

2026 Street Resurfacing Contract

Town Manager Jon Barlow reviewed that Onslow Grading & Paving, Inc. had submitted a proposal to provide patching, milling, and paving services at various locations in Town.

The estimated cost was \$86,647.95 and was slightly higher than what was budgeted in FY25/26, but due to the timing (May 2026), the project would fall into FY26/27. The amount of Powell Bill funds received each year was about \$130,000, and there were about \$133,000 in Powell Bill reserves. Onslow Grading & Paving had provided these services to the Town for a number of years.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the contract for resurfacing services to Onslow Grading & Paving, Inc. in the amount of \$86,647.95 was unanimously approved.

FY 2026/2027 Budget Review/Discussion

Town Manager Barlow and Finance Director Sonia Johnson presented the preliminary draft budget alongside various fiscal scenarios for FY 2026/2027 to the Board which included several scenarios. Town Manager Barlow emphasized recent changes affecting the budget outlook, particularly due to legislative developments, which have introduced significant revenue projection uncertainty.

Town Manager Barlow reviewed details related to the Revaluation situation. Onslow County conducted property revaluations every four years. In this cycle, the town's taxable property base increased from approximately \$723 million to \$1 billion, a substantial \$273 million increase, which could have significantly expanded the tax base for the upcoming budget. However, this potential expansion was clouded by the introduction of Senate Bill 889 by the North Carolina General Assembly. This bill proposed a one-year delay in using new valuation figures for jurisdictions where revaluations started on January 1, 2026. Although the Senate had passed the bill, the House had yet to consider it, and the Governor had not signed it into law. This left staff uncertain whether to proceed with the \$1 billion valuation or revert to the previous \$723 million figure. Town Manager Barlow advised conservatively using the prior-year \$723 million figure and maintaining the existing \$0.35 tax rate per \$100 of assessed value.

Town Manager Barlow identified several key cost drivers that persisted regardless of the valuation figure. These included:

- A 1.35% cost-of-living adjustment (COLA) and a potential 1.35% merit increase for all employees.
- A three-quarter-percent rise in the employer's contribution to the North Carolina Retirement System (Orbit).
- A 10% increase in property and liability rates from the League.
- A 7.6% increase in group health insurance rates, which is lower than expected due to positive claims experience.
- Funding for a potential \$100,000 update to the town's land use plan.

- Requests for part-time pay increases and an additional position in Parks and Recreation.
- \$431,315 allocated for new personnel costs covering three firefighters, two police officers, and a recreation coordinator.
- \$254,500 for capital improvement projects.
- \$723,500 in capital outlay funded through loans, cash reserves, and general funds.

Finance Director Johnson reviewed the compiled scenarios illustrating the impact of departmental requests at various tax rate levels. The reviewed scenarios ranged from a \$0.2628 revenue-neutral rate, maintaining revenue on the new valuation, to the current \$0.35 rate. Even using the new valuation figures at a \$0.35 rate resulted in a \$542,000 deficit should all requests be funded. Scenarios two through six involved reducing personnel and capital costs, with Scenario 6 achieving balance at \$0.35 but requiring substantial cuts. The reviewed scenarios were included in the PowerPoint presentation herein attached.

Scenario 7, relevant to the legislative situation, used the \$723.5 million prior-year valuation at a \$0.35 rate and presented a \$753,000 shortfall, closely mirroring the \$773,000 fund balance used to align with the current budget. Under Scenario 7, new hires would be deferred, capital outlay limited, capital improvement plan contributions withheld, and funding for the land use plan update omitted.

Board discussion included concerns about the impact of the legislative situation on local budget planning, the importance of maintaining capital reserves in light of the upcoming hurricane season, and the need to remain mindful of the town's fund balance policy requiring 50% retention. It was noted that no contributions had been made to capital reserves during the last two budget years and that any funds shifted to capital reserves would need to remain earmarked for capital needs. Scenario 7 was identified as the most viable option at that time; however, Scenario 4 was also recognized as warranting further review if Senate Bill 889 did not pass. Additional comments addressed the need for updated year-end projections after the May 15 purchasing deadline, the tight timeline created by the May 29 budget submission deadline, the recurring nature of the budget deficit in prior cycles, and support for a conservative approach that could allow for adjustments during the fiscal year if legislative developments required them.

The Board collectively agreed to proceed with Scenario 7 for the detailed budget, deferring discussions about funding and specific line items to the planned workshop.

A tentative budget workshop was to be scheduled for May 19th, pending confirmation.

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:

- If possible, have a state representative speak on the evaluation situation.

Public Comment

Worth Edwards, of 123 Forest Lane, addressed the Board regarding the status of sidewalk projects in town. He expressed concern that funding had been set aside and engineering work had been completed, but that no visible progress had been made, and he feared the projects had been forgotten. Mayor Justice acknowledged the comment and indicated it would be addressed under manager and board comments.

Manager's Comments

Town Manager Jon Barlow provided several updates.

- Public Safety EOC Grant Extension: Receipt of a one-year extension confirmed for the \$3 million in state infrastructure grant funds initially expiring on June 30, 2026. All agencies in the grant program received the same extension.
- Visitor Center: Exterior painting was complete and well received. Interior work was progressing, with successful inspections the prior week, and the project was anticipated to finish in three to four weeks, followed by a grand opening. No formal notification had been received related to the funding from Onslow County TDA, but he had received informal word that the funding had been approved.
- DOT Lane Closures: Upcoming lane closures at Highway 24 and Norris Road would be taking place on May 18th-20th for a pedestrian improvement project adding a sidewalk and handicap ramps. He also mentioned funded but early-stage crosswalk projects at Phillips Loop Road and another location.
- Sidewalk Projects (in response to public comment): Manager Barlow provided a detailed update on the town's sidewalk program. The town had previously reprioritized sidewalk projects from nine areas down to five. An engineer had been retained and had completed design work for all five project areas. The total cost estimate for all five projects was approximately \$1.1 million. The town held approximately \$100,000 in state infrastructure grant funds for that purpose, leaving a funding gap of approximately \$1 million. The next steps would be to secure easements from private property owners in areas where the planned sidewalk alignment crossed private land, and to pursue additional funding.

In response to an inquiry from the board, Town Manager Barlow confirmed that the town had not yet received word on the outcome of grants applied for or additional state funding opportunities for sidewalk construction.

Board Comments

Commissioner Herbert thanked attendees and those watching remotely. He expressed appreciation to Cason Justice for his contributions to the community and students, looked forward to the upcoming public safety building discussion, and noted the upcoming Arts by the Sea festival on Saturday, June 13th as part of the season's upcoming community events.

Mayor Pro Tem Conaway thanked Manager Barlow and Finance Director Johnson for their individual meetings with commissioners and reiterated confidence in the direction chosen for the budget. He also acknowledged Cason Justice's service, noting personal familiarity with the teaching profession through his wife's career and the education of his three children.

Commissioner Eckendorf offered congratulations to the honorees and reiterated his position on maintaining a strategic capital investment posture going forward.

Commissioner Vannoy thanked attendees and offered personal remarks about Cason Justice, noting that Mr. Justice had taught both of his children, who had recently completed graduate and undergraduate degrees respectively. Commissioner Vannoy also noted that he had recently attended the Fire Department's awards ceremony and expressed appreciation for the work of both the fire and police departments.

Commissioner Pieratti acknowledged the sidewalk concern raised by the public commenter, assuring the community that sidewalks remain a priority and have not been forgotten.

Mayor Justice thanked staff for their work during a stressful budget season and expressed appreciation for Cason Justice. He shared that the newly formed Swansboro Firefighters Association was selling merchandise to support its activities. He also shared upcoming meetings with county and federal representatives to discuss funding opportunities, with sidewalks and stormwater infrastructure identified as priorities, and announced a Memorial Day service at Bicentennial Park on May 25th at approximately 8:00 a.m.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert the meeting adjourned at 7:04 pm



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **July 28, 2026**

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

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$195.84

Vehicle Tax

Walters, Christine Carol	\$126.65	Tag Surrender
Gaskell, Deborah Elaine	\$48.35	Tag Surrender
Santariga, Justin Gregory	\$20.84	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: **Budget Ordinance Amendment #2027-1**

Board Meeting Date: **July 28, 2026**

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

Overview: A Budget Ordinance Amendment is requested for multiple departments.

1. Non-Departmental: The Town's current laptops have reached the end of their expected useful life.

The laptops were last replaced in September 2020. Funding was appropriated during the previous fiscal year to replace these outdated devices; however, due to the Town's transition to Onslow County Information Technology (IT) services, the purchase was delayed and was not completed before the close of the fiscal year. As a result, the funds reverted to fund balance.

Staff is requesting that \$29,000 be reappropriated in the current fiscal year to complete the planned replacement of the Town's laptops. Replacing these devices will improve system performance, strengthen cybersecurity, ensure compatibility with current software applications, and reduce maintenance costs and operational issues associated with aging equipment.

Source of Funds: Appropriated Fund Balance

2. Parks & Recreation: During the previous fiscal year, staff issued a purchase order for playground mulch. The vendor scheduled the first delivery for May 15, 2026, and the second delivery for June 11, 2026. However, the first shipment was not received until the end of June 2026, and the second shipment was placed on backorder.

At fiscal year-end, any unspent appropriations reverted to the General Fund balance in accordance with the Town's budget procedures. Since the purchase order could not be fully completed due to vendor delivery delays, staff is requesting that \$3,253 be reappropriated in the current fiscal year to complete the purchase for its original intended purpose.

Source of Funds: Appropriated Fund Balance

3. Parks & Recreation: In May 2026, the Town ordered new swing benches to replace the existing swings at all Town parks. Many of the existing swings had already been removed because they were broken beyond repair and posed maintenance and safety concerns.

Staff worked with the local business, Rooms Unlimited, to secure favorable pricing, allowing the Town to replace all existing swings at Municipal Park, Pirates Den Park, Bicentennial Park, and Ward Shore Park within the available funding.

Action: _____

Although the order was placed during the previous fiscal year, the swings are not anticipated to be delivered until the end of the summer. As a result, the funds reverted to fund balance at fiscal year-end.

Item III - c.

Staff is requesting that \$12,170 be reappropriated in the current fiscal year to complete the purchase for its original intended purpose.

Source of Funds: Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2027-1

Recommended Action: Motion to approve Budget Ordinance Amendment #2027-1

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 26/27

BUDGET ORDINANCE AMENDMENT #2027-1

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2027:

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

<u>Appropriations</u>	<u>Increase</u>
Non-Departmental	\$29,000
Parks & Recreation	\$15,423
<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$44,423

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

Adopted by the Board of Commissioners in regular session, July 28, 2026.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Revised 7/27/2026

Item To Be Considered: **UDO Text Amendment to § 152.130-135 Enforcement and Review**

Board Meeting Date: **July 28, 2026**

Prepared By: **Rebecca Brehmer, CFM, CZO- Town Planner**

Overview: After recent discussion involving code enforcement efforts and the discovery of a discrepancy in UDO § 152.130-135 Enforcement and Review regarding code enforcement and Civil Penalties by the town attorney, a text amendment is proposed handling violations.

Recommended changes include eliminating the regulation of having the violation remedied within 48 hours of the notice of violation and instead the imposition of civil penalties could be deferred or suspended if the Administrator determines that the violator within a reasonable time (determined relative to the offense and curative measures required) takes steps to eliminate or cure the violation. **For clarification purposes, there is no \$1,500 cap on penalties. The ordinance gives the administrator the ability to clear/settle up to \$1,500 in penalties depending on situation and if the violation has been deemed clear.**

The Planning Board did recommend this text amendment to the Board of Commissioners at their July 7, 2026, regular meeting but expressed concerns about the following items for the Board to consider in their review:

- Not having a set timeframe for violations to be remedied and leaving it up to the administrator to enforce depending on the circumstance. **(Staff expressed this structure is to allow for proper enforcement of each violation case. Each scenario and how it can be handled/remedied can be very different.)**
- Capping the penalties at \$1,500, they feel it should be higher. **(Clarification was provided above on this miscommunication, there is no \$1,500 cap.)**

Background Attachment(s):

1. Ordinance 2026-O6
2. Comprehensive Plan Consistency Statement

Recommended Action:

1. Hold a public hearing
2. Motion to approve or deny Ordinance 2026-O6 amending § 152.130-135 Enforcement and Review.

Action: _____

ORDINANCE 2026-06
AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE
152.130-135 ENFORCEMENT AND REVIEW

WHEREAS North Carolina General Statute 160D-605 and 160D-701 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendments to the Unified Development Ordinance regarding referenced above to be consistent with the Town of Swansboro CAMA LAND USE Plan updated January 22, 2019, and amended August 28, 2023.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Unified Development Ordinance be amended.

TITLE XV: LAND USAGE
CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE
§ 152.130-135 ENFORCEMENT AND REVIEW

ENFORCEMENT AND REVIEW

§ 152.130 COMPLAINTS REGARDING VIOLATIONS.

Whenever the administrator receives a ~~written, signed~~ complaint alleging that a violation of this chapter (or state law subject to enforcement by the Town) has occurred, he shall investigate the complaint, and take whatever action is warranted is reasonably determined to be warranted, including an appropriate investigation of relevant facts and applicable ordinance provisions. The Administrator will provide a timely response to the complaining party regarding ~~and inform the complainant in writing~~ in response to the complaint.

(Ord. 2005-O3, passed 3-15-2005)

§ 152.131 PERSONS LIABLE. ENFORCEMENT PROCEDURE; NOTICE OF VIOLATION

~~The owner, tenant, or occupant of any building or land or part thereof and any architect, builder, contractor, agent, or other person who participates in, assists, directs, creates, or maintains any situation that is contrary to the requirements of this chapter may be held responsible for the violation and suffer the penalties and be subject to the remedies herein provided.~~

(A) Generally. Any use or condition of property, or other act or omission constituting a violation of this chapter, shall be actionable by the Town in accordance with applicable provisions of this Chapter. Any action taken by the Town in the enforcement of its land use and land development regulations shall be non-exclusive, and the Town reserves the right to pursue cumulatively or in the alternative all remedies available under applicable legal authority.

(B) Parties Responsible. The property owner, tenant, or occupant of the property where a violation occurs, and/or any builder, contractor, agent, or other party or individual who participates in, assists, directs, creates, or maintains any use of or condition on property, or that is otherwise in violation of the provisions of this Chapter, may be held responsible for such violation and be subject to the remedies provided for in this Chapter.

(C) Informal Notice of Violation. Excepting violations which pose a substantial and immediate threat of bodily harm or property damage, the Town will, upon determining that a violation has occurred, make reasonable efforts to provide informal notice by telephone, email, or otherwise to

the property owner and/or other responsible party, that a violation has occurred. Such informal notice will generally describe the use, condition, act, or omission constituting the violation, and the measures required to correct the violation.

(D) *Formal Notice of Violation ("NOV")*. After giving informal notice of the violation, or reasonable attempts at same, the Administrator may in his or her discretion issue a formal Notice of the Violation (NOV). Such NOV shall be in writing and state upon its face the specific use, condition, act, or omission constituting the violation, citing the applicable provision(s) of this Chapter. The notice of violation shall also be posted on the property in accord with applicable law. The NOV shall advise that the Administrator's decision or order may be appealed to the Board of Adjustment pursuant to G.S. § 160D-405.

The NOV shall also specify the measures which must be taken to comply with the relevant Code provisions, including a time period which, in the discretion of the Administrator, is a reasonable period for correcting the violation. Following issuance of the NOV, the period for correcting the violation shall typically not exceed fifteen (15) days; provided however, the Administrator may, in his or her reasonable discretion, and based upon the scope of correction measures required, specify a longer correction period. The NOV shall also state that, if the owner or other responsible party fails to correct the violation(s) within the time period specified in the NOV, then the owner or other responsible party may, in accordance with N.G.S 160A-175, be subject to a civil penalty, with the initial amount of such civil penalty being \$50 per day, with each day's violation constituting a separate offense.

(Ord. 2005-O3, passed 3-15-2005)

§ 152.132 PROCEDURES UPON DISCOVERY OF VIOLATIONS. CIVIL PENALTIES FOR VIOLATIONS

(A) ~~When staff determines work or activity has been undertaken in violation of an adopted development regulation or other local development approval, a written notice of violation will be issued. The notice of violation shall be delivered to the holder of the development approval and to the landowner of the property involved, by personal delivery, electronic delivery, or first class mail and may be provided by similar means to the occupant of the property or the person undertaking the work or activity. The notice of violation may also be posted on the property.~~ *Imposition of Civil Penalties; Notice.* Civil Penalties for violation(s) as provided above will be assessed upon the Administrator's determination that the use, conditions, acts, or omissions constituting the violation of this Chapter have continued to exist, and reasonably sufficient corrective measures have not been taken to correct such violation(s). The Administrator shall provide notice of the Town's assessment of civil penalties by personal delivery, first class mail or email to the property owner and/or other responsible party, specifying the amount of the daily penalty, and the date upon which the assessment of civil penalties will commence. Such Notice of Civil Penalties shall also state upon its face the specific violation(s) for which the penalties are being assessed and shall inform the offender that failure to pay the penalties within the prescribed time shall subject the offender to a civil action in the nature of debt for the penalties, plus interest and the costs of the action to be taxed by the court. The Notice of Civil Penalties shall provide that the property owner or responsible party may "clear" the assessed civil penalties by mailing the Notice of Civil Penalties, together with full payment for such penalties, to 601 W. Corbett Avenue, Swansboro, North Carolina 28584, or by personal payment at Swansboro Town Hall (address). As used in this section, the word "cleared" shall mean either: payment of the penalties in full or arrangement with the Administrator for payment or settlement of the penalties, and satisfactory correction of those uses, conditions, actions, or omissions constituting the violation(s).

(B) ~~The written notice of violation shall state what action the Administrator intends to take if the violation is not corrected and shall advise that the administrator's decision or order may be appealed~~

~~to the Board of Adjustment pursuant to G.S. § 160D-405.~~ Additional Civil Penalty. Following issuance of the NOV and the Notice of Civil Penalties, should the use, condition, acts, or omissions constituting the violation(s) continue and, as determined by the Administrator, reasonable corrective measures shall not have been made, then additional civil penalties for each successive day's violation(s), totaling \$100 per day, may be assessed. Notice of such additional civil penalties shall be provided in accord with the procedures as outlined in Subsection (A.), above.

(C) ~~Notwithstanding the foregoing, in cases when delay would seriously threaten the effective enforcement of this chapter or pose a danger to the public health, safety, or welfare, the administrator may seek enforcement without prior written notice by invoking any of the penalties or remedies authorized in § 152.133.~~ Settlement of Claim for Civil Penalties. The Administrator is hereby authorized to negotiate and accept payment in full and final settlement of the claim or claims, right or rights of action which the Town may have to enforce and collect civil penalties for violation(s), subject to the express condition that the use, condition, act, or omission giving rise to the violation(s) is/are abated or otherwise corrected in full. Further, the authority granted above to the Administrator is limited to those circumstances at which accrued civil penalties are \$1,500 or less.

(D) ~~Whenever any work or activity is undertaken in substantial violation of any state or local law, or in a manner that endangers life or property, staff may order the specific part of the work or activity that is in violation or presents such a hazard to be immediately stopped. The order shall be in writing, directed to the person doing the work or activity, and shall state the specific work or activity to be stopped, the reasons therefor, and the conditions under which the work or activity may be resumed. A copy of the order shall be delivered to the holder of the development approval and to the owner of the property involved by personal delivery, electronic delivery, or first class mail. A stop work order may be appealed pursuant to G.S. § 160D-405. No further work or activity shall take place in violation of a stop work order pending a ruling on the appeal. Violation of a stop work order shall constitute a Class 1 misdemeanor.~~ Other Remedies for Violations Reserved. In addition to the remedy of civil penalties (and foregoing procedures for imposition of such civil penalties) the Town reserves all its rights and options for enforcement of its ordinances under applicable statutes, including without limitation, the right to commence civil actions for collection of civil penalties, equitable relief, including mandatory or prohibitory injunctions, and actions for summary abatement, as allowed by law.

(E) (Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

§ 152.133 CIVIL PENALTIES; AVAILABILITY OF REMEDY. ORDER TO STOP WORK OR ACTIVITY

~~(A) Generally. Any act or omission constituting a violation of this chapter shall subject the offender to a civil penalty in the amount of \$50 to be recovered by the town in a civil action in the nature of a debt or as otherwise provided herein or by statute if the offender fails to pay the penalty within 48 hours after the receipt of a citation of a violation.~~

~~(B) Citation contents. Any citation issued pursuant to this section may contain such information as the Administrator deems appropriate, and shall at least:~~

~~(1) State upon its face the specific violation(s) being cited and the amount of the penalty for each specific violation if such penalty or penalties is/are paid within 48 hours after the issuance of the citation;~~

~~(2) Notify the offender that a failure to pay the penalty or penalties within the prescribed time shall subject the offender to a civil action in the nature of debt for the stated penalty or penalties plus any additional penalties assessed pursuant to this section or otherwise, together with interest and the costs of the action to be taxed by the court;~~

~~(3) Provide that the offender may answer the citation by mailing the citation and the stated penalty or penalties to 601~~

~~W. Corbett Avenue, Swansboro, North Carolina 28584, or may pay the amount at the Town Hall, corner of W. Corbett Avenue and Church Streets, Swansboro, North Carolina; and~~

~~(4) State that the penalty or penalties must be cleared with the Administrator, Town Hall within 48 hours of the issuance of the citation. The notice shall further state that court action may be taken if the violation citation is not cleared within 48 hours after the issuance of the citation. As used in this section, the word "cleared" shall mean either:~~

~~(a) Payment of the penalty or penalties in full;~~

~~(b) Arrangement for payment of the penalty or penalties in full and correction of the violation(s); or~~

~~(c) A prima facie showing to the Administrator that the citation was received as a result of mistake, inadvertence, or excusable neglect.~~

~~(C) Settlement of civil claim. The Administrator is authorized to accept payment in full and final settlement of the claim or claims, right or rights of action which the town may have to enforce such penalty by civil action in the nature of debt only if the act(s) or omission(s) which gave rise to the violation(s) is/are abated or otherwise made lawful.~~

~~(D) Additional civil penalty. If any penalty or penalties prescribed by this section is/are not cleared within 48 hours after issuance of a citation therefore, then beginning on the third day after issuance of such citation, an additional penalty of \$50 per day violation shall be imposed until each respective cited violation is cleared and either abated, or otherwise made lawful. The imposition of additional civil penalties as provided herein shall be subject to the terms of division (E) of this section.~~

~~(E) Continuing violations. After the initial 48-hour period after issuance of a citation, each day's continuing violation shall be a separate offense, but no civil penalty shall be levied against the same person for the same continuing violation at the same location more than once unless the Administrator or his designee has delivered a written notice by personal service or by registered or certified mail, return receipt requested, to the person responsible for such violation indicating the nature of the violation and ordering corrective action. The notice shall also set forth the time period within which corrective measures must be completed. The notice shall state that failure to correct the violation within the specified time will result in the assessment of additional civil penalties and other enforcement action. If, after the allotted time period has expired and after the hearing of any appeal, the corrective action has not been completed, the civil penalty shall be assessed in the amount of \$100 per day of continuing violation.~~

~~(F) Continuing violations a misdemeanor. Violation of any provisions of this chapter or any of the codes incorporated therein by reference, and violation of any stop work order issued by the Administrator or his or her designee shall be a misdemeanor.~~

In addition to any other measures or remedies for enforcement of the provisions of this chapter, the Town may issue orders to stop work, activities, or uses as provided herein. , whenever any work or activity is undertaken on property is taking place which constitutes a substantial violation of this chapter (or state law subject to enforcement by the Town) or which endangers life or property in substantial violation of any state or local law, or in a manner that endangers life or property, staff the Administrator may order the specific part of the work or activity that is in violation or presents such a hazard to be immediately stopped. The order shall be in writing, directed to the person doing the work property owner or other responsible party engaged in the work or activity, or use and shall state the specific work or activity ordered to be stopped, the reasons therefor, and the conditions under which the work or activity may be resumed. A copy of the order shall be delivered to the holder of the and to the owner of the property involved of any permit or other development approval, the party

responsible for the work or activity constituting the violation, and/or to the property owner, if a different party by personal delivery, electronic delivery, or first-class mail. A stop-work order The Administrator shall certify to the Town's file the timing, content and delivery of the Order. The Order to stop the work or activity may be appealed pursuant to G.S. § 160D-405. No further work or activity constituting the violation shall take place in violation of a stop-work order pending a ruling on the appeal. Violation of a stop-work order shall constitute a Class 1 misdemeanor, so long as the order remains in effect. In addition to any other remedies, measures, or sanctions for violations, violation of an order to stop unlawful work or activities shall constitute a Class 1 misdemeanor in accordance with applicable statutes.

(Ord. 2005-O3, passed 3-15-2005) (Am. Ord. 2016-O11, passed 9-13-2016)

§ 152.134 DEVELOPMENT APPROVAL/PERMIT REVOCATION.

(A) In addition to any other remedial measures or enforcement actions initiated by the Town, A zoning, sign, special use, conditional zoning district permit, or land improvement a permit for development or construction, or any other action constituting a development approval under applicable statutes or ordinances of the Town may be revoked by the Town permit issuing authority (in accordance with the provisions of this section) if the permit or development approval recipient fails to develop or maintain the property in accordance with the plans submitted, the requirements of this chapter, or any additional requirements lawfully imposed by the permit issuing board Town.

(B) The Town shall follow the same development review and approval process required for issuance of the development approval, including any required notice of hearing, in the review and approval of any revocation of that approval. Before a special use or conditional zoning district any development approval or permit may be revoked, all of the notice and hearing and other requirements of § 152.064 through 152.070 shall be complied with. A notice of revocation of any development approval shall be delivered to the recipient. The notice shall inform the permit recipient of the development approval of the alleged grounds for the revocation and shall be delivered in accordance with applicable statutory requirements.

(C) Before a zoning, land improvement, or sign permit may be revoked, the Administrator shall give the permit recipient ten days notice of intent to revoke the permit and shall inform the recipient of the alleged reasons for the revocation and of his or her right to obtain an informal hearing on the allegations. If the permit is revoked, the Administrator shall provide to the permittee a written statement of the decision and the reasons therefore.

(D) No person party may continue to make use of land property or buildings in the manner authorized by any zoning, sign, special use, or conditional zoning district permit permit or development approval after such permit or approval has been revoked in accordance with this chapter.

(Ord. 2005-O3, passed 3-15-2005) (Am. Ord. 2014-O9, passed 4-15-2014)

§ 152.135 JUDICIAL REVIEW. (RESERVED)

(A) Every decision of the Board of Commissioners granting or denying a special use or conditional zoning district permit and every final decision of the Board of Adjustment shall be subject to review by the Superior Court of Onslow County by proceedings in the nature of certiorari.

(B) The petition for the writ of certiorari must be filed with the Onslow County Clerk of Court within 30 days after the later of the following occurrences:

~~(1) A written copy of the board's decision has been filed in the office of the planning department;
and~~

~~(2) A written copy of the board's decision has been delivered by personal service or certified mail, return receipt requested, to the applicant or appellant and every other aggrieved party who has filed a written request for such copy at the hearing of the case.~~

~~(C) A copy of the writ of certiorari shall be served upon the Town of Swansboro.~~

(Ord. 2005-03, passed 3-15-2005) (Am. Ord. 2014-09, passed 4-15-2014)

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, July 23, 2026.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk

TOWN OF SWANSBORO PLANNING AND ZONING BOARD STATEMENT OF CONSISTENCY

On July 7, 2026, the Planning Board heard the requested text amendment and recommended unanimous approval of the text amendment to the Town Unified Development Ordinance as followed: §152.130-135 Enforcement and Review.

The Town's Planning Board finds that the proposed text amendments is consistent with the current Comprehensive Plan and other applicable plans and policies and considers the action taken to be reasonable and in the public interest because it provides the structure, for Town staff to proactively address issues related to impacts caused by development in order to protect the health, safety, and welfare of the Town's residents.


Planning Board Chair


Town Planner



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Review of Sidewalk Priority List**

Board Meeting Date: **July 28, 2026**

Prepared By: **Jon Barlow – Town Manager**

Overview: In August 2024, the Town Board prioritized the 5 remaining sidewalk project areas. In July 2025, the Town entered into a contract with Arendell Engineers to develop a set of engineered drawings and estimated costs for construction for each priority area.

Background: In February 2026, Arendell Engineers completed the design of 5’ sidewalks, infill sidewalks, curb ramps, and other pedestrian improvements necessary to create ADA compliant, pedestrian accommodations along five project priority areas along Highway 24, Main St Extension, Hammocks Beach Road, Old Hammocks Beach Road, and Queens Creek Road. The lengths in each section vary, but in total will measure approximately 7,031 linear (1.33 miles)

Current total available funding for the project is \$297,645 The breakdown of the total is as follows:

- a. Capital Reserve-\$96,396
- b. State Capital and Infrastructure Fund (SCIF)-\$108,249
- c. NC DOT-\$93,000

As you can see the current available funding does not meet the estimated total needed to construct all 5 project areas. There are options such as focus on those areas that available funds should be sufficient; Seek additional funds through grants and/or special state/federal appropriations; or borrow funds from a lending institution.

Background Attachment(s):

- 1. Identified Priorities
- 2. Cost estimates

Recommended Action: Consider reprioritizing the remaining 5 sidewalk project areas as funding becomes available.

Action: _____

Sidewalk Projects

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

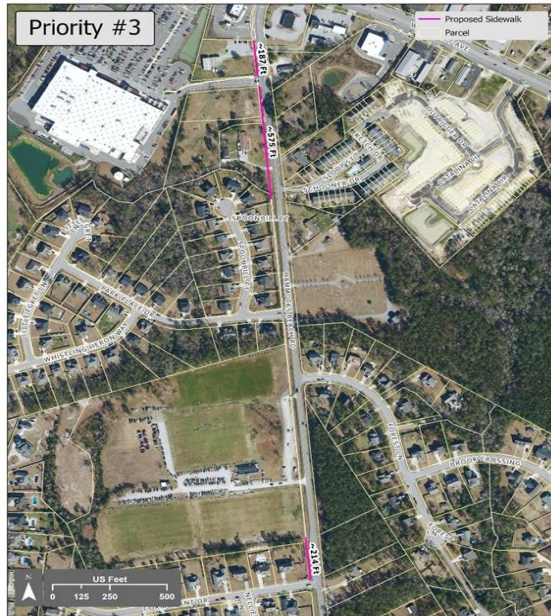


- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 2,008 FT

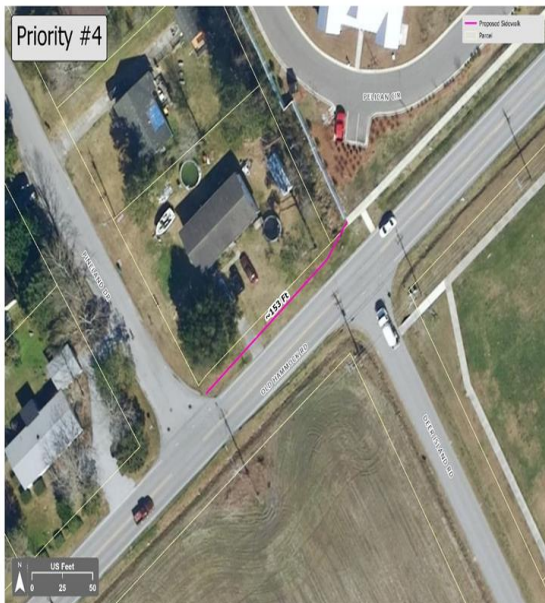


- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained

- Design or survey work Complete
- 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
- Design or survey work Complete
- Estimated Sidewalk Length: 976 FT



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

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



- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- Design or survey work Complete
- 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. On July 22, 2025, the Town entered into a services contract with Arendell Engineers for the Surveying, design, bidding and construction administration of 5 project areas.

As of January 13, 2026, survey field work is complete, and design work is approximately 80% complete. Once design is complete all 5 project areas will be put out for bid. Funding decisions will be made once bids are received.

Engineered plans for the 5 priority project areas were received from the Engineer on February 13, 2026. The next steps include identifying easements and developing cost estimates prior to seeking construction bids.

Town of Swansboro
Sidewalk Priority Projects

Location	Estimated Cost
Old hammock Rd. & Main St. Extension	\$276,788
Highway 24 and Queens Creek Rd.	\$417,979
Hammock Beach Rd	\$145,487
Old Hammock Rd	\$41,114
Hwy 24	\$227,467
Total	<u><u>\$1,108,835</u></u>

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF JUNE 30, 2026)**

REVENUES

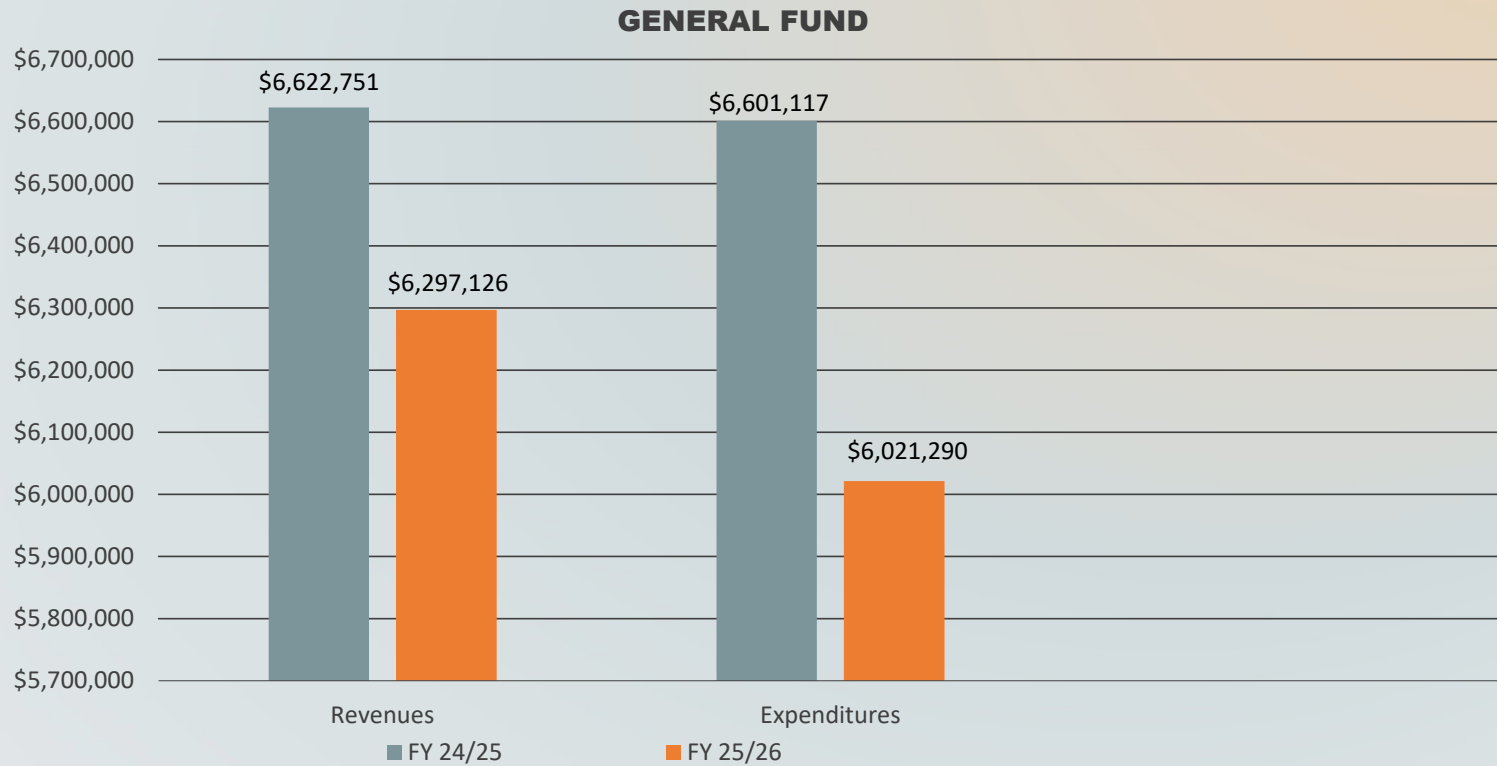
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

GRANT UPDATE

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF JUNE 30, 2026)**

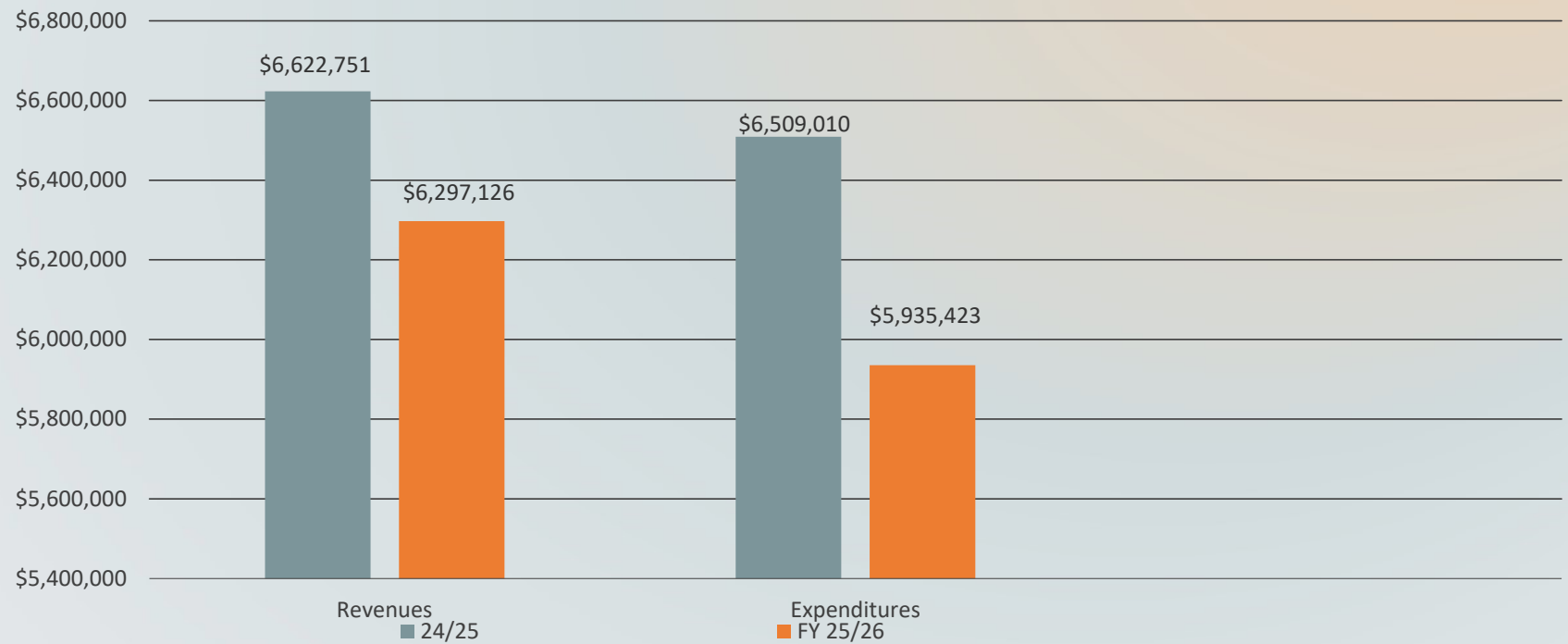


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures-\$275,836

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF JUNE 30, 2026)**

(ACTUAL)

GENERAL FUND

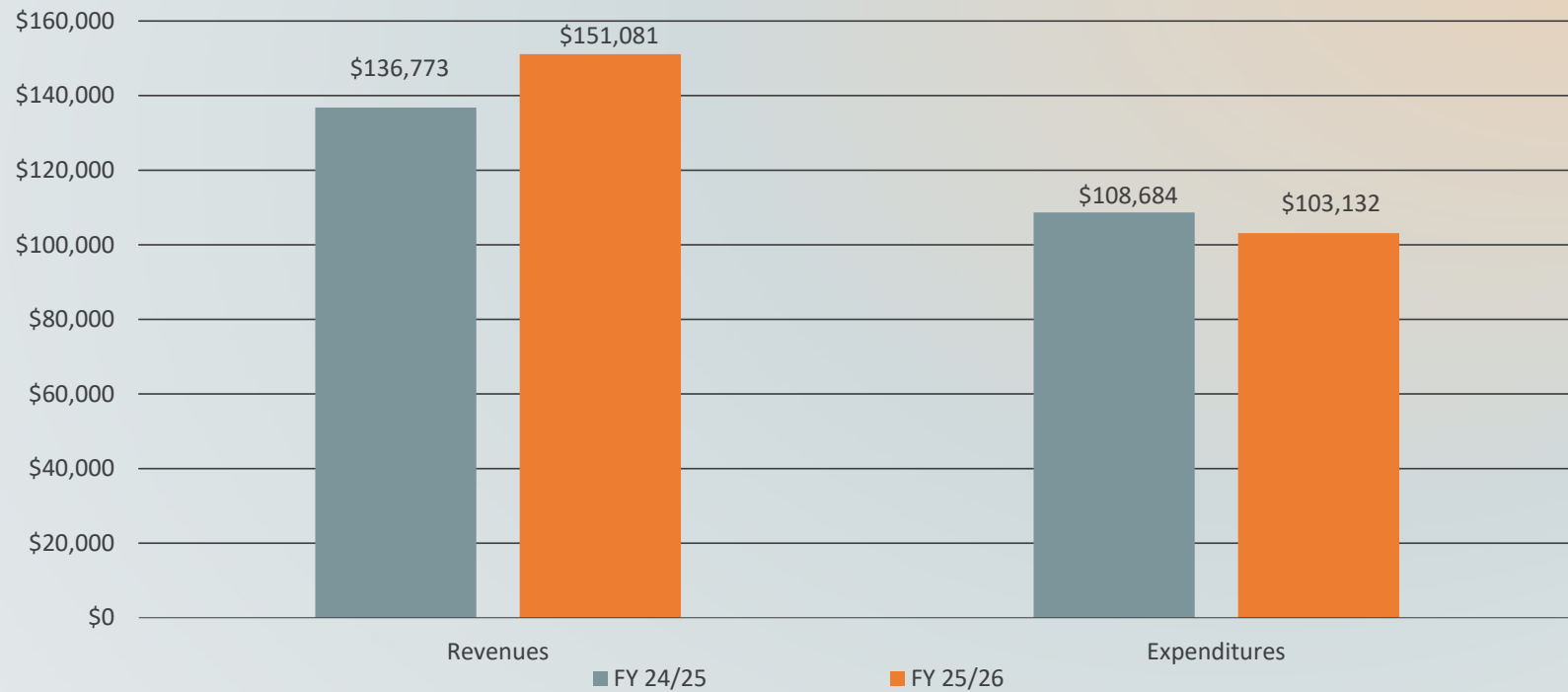


(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures- \$361,703

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % June 30, 2026
NON DEPARTMENTAL	740,815	669,080	2,619	90.7%
GOVERNING BODY	297,004	34,270	2,150	12.3%
ADMIN SERVICES	445,135	415,184	1,347	93.6%
FINANCE	345,320	309,365	1,307	90.0%
LEGAL	59,300	38,231	-	64.5%
PUBLIC BUILDINGS	320,302	279,559	5,366	89.0%
FIRE	1,618,642	1,488,725	8,985	92.5%
PERMITTING	301,128	252,898	2,089	84.7%
PLANNING	92,066	91,168	-	99.0%
POLICE	1,450,700	1,286,490	17,540	89.9%
PUBLIC WORKS-STREETS	840,983	295,359	1,808	35.3%
POWELL BILL-STREETS	126,580	91,071	1,988	73.5%
PARKS & RECREATION	434,936	377,147	23,095	92.0%
DOWNTOWN FACILITIES	211,929	197,441	1,238	93.7%
FESTIVALS & EVENTS	154,689	99,753	14,136	73.6%
EMERGENCY MANAGEMENT	12,000	9,680	2,200	99.0%
TOTAL	7,451,529	5,935,423	85,867	80.81%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF JUNE 30, 2026)**

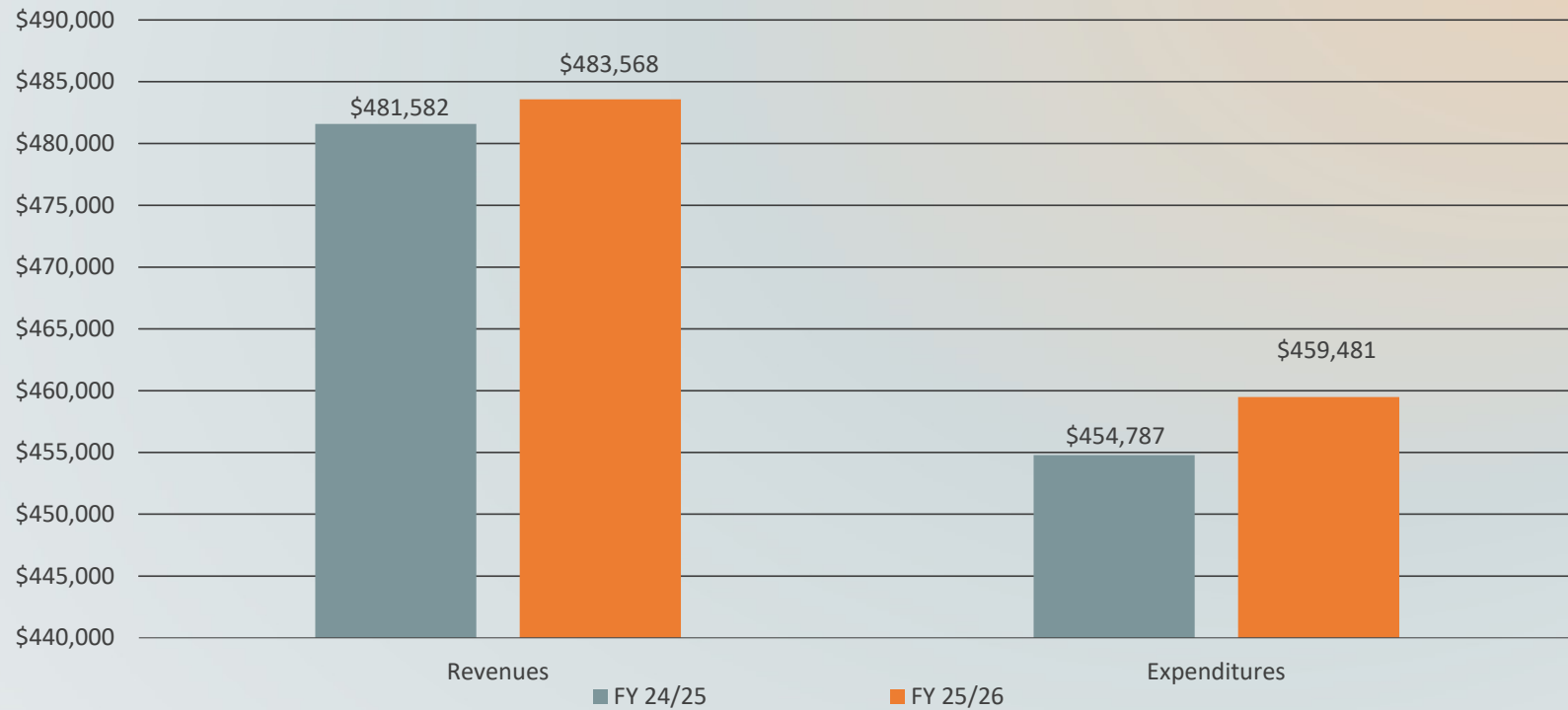
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures-**\$47,949**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF JUNE 30, 2026)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures-~~\$24,087~~

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF JUNE 30, 2026)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$162,847	2.69	03/21/2028	\$84,724
Fire Truck	\$46,544	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$25,000	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	\$159,767	4.82	4/3/2029	\$58,491
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$474,425	4.40	12/1/2029	\$131,934
2 Police Vehicles	\$104,000	4.27	4/24/2031	\$23,539
Total Debt	\$995,538			\$396,400

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF JUNE 30, 2026)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$338,879	0.05%
NC CMT-General	\$6,742,984	3.55%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$8,720,138	3.40%

GRANT UPDATE

<u>6</u>	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,102,599	\$0.00	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0.00	\$2,336
Emergency Operation Center	\$9,880,826	\$1,377,704	\$1,200,873	\$7,302,249
Emmertton School Repairs	\$499,000	\$439,441	\$0.00	\$59,559
Stormwater Master Plan	\$400,000	\$374,536	\$0.00	\$25,464
Main Street Dock Replacement	\$170,164	\$14,290	\$0.00	\$155,874
Total Outstanding Grants	\$12,439,239	\$3,692,884	\$1,200,873	\$7,545,482



Pending Grant Applications



Grant Name	Application Status	Grant Purpose	Amount Requested	Application Deadline	Anticipated Award Notification	Cost Share Match
Department of the Interior, Office of Wildland Fire - Slip-On Tanker Unit (Fire Dept)	Pending Agency Review	Brush Truck - Slip On Unit	\$18,875	3/23/2026	5/15/2026 - 9/15/2026	0%
Defense Critical Infrastructure Program (Fire Dept)	Pending Agency Review	Public Safety Complex	\$7,700,000	6/25/2026	8/11/2026	0%
Fire Prevention & Safety Grant (Fire Dept)	Pending Agency Review	Equipment - Fire Prevention Trailer	\$289,024	6/22/2026	9/30/2026	5%
AFG Grant (Fire Dept)	Pending Agency Review	Equipment - Underwater ROV	\$139,192	6/22/2026	9/30/2026	5%
AFG Grant (Fire Dept)	Pending Agency Review	Apparatus - Brush Truck	\$281,058	6/22/2026	9/30/2026	5%

Grant Name	Application Status	Grant Purpose	Amount Requested	Application Deadline	Anticipated Award Notification	Cost Share Match
NCRPA Initiative Grant (Parks & Recreation)	Pending Agency Review	Safety Town Equipment	\$1,300	6/14/2026	8/28/2026	0%
JAG (Police Dept)	Pending Agency Review	Gear and Equipment	\$25,0000		N/A	0%

TO BE SUBMITTED

Grant Name	Application Status	Grant Purpose	Grant Amount requested	Grant Application Deadline	Anticipated Award Notification	Cost Share Match
Parks and Recreation Trust Fund	Drafting Application	Municipal Park Enhancement	Up To \$500,000	5/1/2027	11/30/2027	50% Leverage-LWCF
Land and Water Conservation	Drafting Application	Municipal Park Enhancement	Up To \$750,000	11/2/2026	5/30/2027	50% Leverage-PARTF
COPS- Technology and Equipment Program	Drafting Application	Tasers /Drone/Vehicle Equipment	\$100,000		Quarter 4	0%

Any Questions
?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **July 28, 2026**

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.

August 11th or 25th

- * Annexation of EOC/PSB Parcel (portion)
- * Fire Services Update
- * Monthly Finance Report

September Meeting Dates

8th & 22nd

Future Agenda Items

- * 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
- * Senate Bill 382 Down Zoning review
- * Onslow County Fire Contract/Strategic Planning
- * Historic Preservation enforcement
- * Skatepark Update
- * Lease agreements for 502 W. Church Street (Emmerton School/Old Town Hall)

PROJECTS REPORT

Town Projects/Initiatives Update

July 2026

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 Manager 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 was also made. The contract for the feasibility study was approved on January 9, 2023. Becker Morgan met with EOC Committee on 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 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

Town of Swansboro, NC
Manager's Report

Item IX - a.

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.

Town of Swansboro, NC Manager's Report

Item IX - a.

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.

Town of Swansboro, NC Manager's Report

Item IX - a.

- 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.
- On December 5, 2025, the TOS acquired 5 acres of property located at 768 W. Corbett Ave. for the future EOC/PSB site. The purchase price was \$1.3 million.
- On the January 13, 2026, BOC regular meeting the Land Acquisition Committee was dissolved since its original purpose was satisfied. A resolution formalizing this action will be presented at the January 27, 2026, BOC meeting.
- On the January 27, 2026, BOC regular meeting, the Town Manager requested and received BOC authorization to enter into contract negotiation with Bobbitt for the Design-Build of the EOC/PSB.
- The Town Manager advised the BOC of the grant agreement (#1347) in the amount of \$3 million to be used towards this project is set to expire on June 30, 2026, without any grant extension.
- Construction Project Advisor RPQ's were received April 15, 2026. Upon review of the 4 submittals, 2 firms were chosen to conduct in-person interviews. Both Cumming Group and MBP are based in Raleigh and have vast local government project advisory experience in eastern NC. A recommendation to the BOC should be ready on May 12, 2026.
- 5/26/2026 the BOC awarded a contract to Bobbitt Construction Inc for the design phase of the Emergency Operations Center/ Public Safety Center in the amount of \$652,741. Also, the BOC awarded a project management services contract for the EOC/PSB to MBP in the amount of \$254,345.

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:

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- 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, NCDRCM released the Request for Applications for Phase 3 of the Resilient Coastal Communities Program - applications are due June 3.

Our consultant Beth Smyre shares that NCDRCM 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 NCDRCM 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.

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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 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.

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**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

We were notified on January 14, 2021, that our application for Emmerton School was awarded 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 \$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 are 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.

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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 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.

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 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 *

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Staff, Stature 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 were 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 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.

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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
- 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 designs 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.

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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, Tripple 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, Tripple 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. CorrVerter 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 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

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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.

December 2, 2025, Staff, Stature Engineer, Triple H (sub-contractor), and (SHPO) conducted an on-site visit to monitor the progress of ongoing work. The following was reviewed and addressed:

- Of the 52 storm windows installed, a total of 8 will need to be replaced due to damage upon arrival and incorrect sizing. Triple H (subcontractor) has reordered the replacement storm windows, with an estimated arrival in late December.
- Wood panels between windows will need to be sanded and repainted.
- All storm windows installed require final adjustment to level and seat properly in the frames.
- Attic work incomplete; additional converter application required.

The required Quarterly Report for the grant was submitted on January 15, 2026

February 26, 2026, staff, Stature Engineer, Harp, Triple H (subcontractor), and SHPO conducted an on-site visit to review and approve completed work related to window restoration, ceiling panels, Corr Verter application, and attic insulation. The reviewed work was approved as meeting the required standards at the time of inspection.

The project is expected to be completed by August 30, 2026. The remaining work includes repairing and replacing select doors and painting the ceiling panels. These final items are being coordinated to wrap up and close out the project.

The required Quarterly Report for the grant was submitted on April 20, 2026.

SHPO, Staff and Triple H Carpentry met on-site on May 28, 2026, for a pre-construction meeting. A contract was executed with Triple H Carpentry to paint the metal ceiling panels throughout the entire building.

June 8, 2026, SHPO staff and Triple H Carpentry participated in a Teams meeting to discuss appropriate preparation methods and the painting of the metal ceiling panels. SHPO approved Triple H Carpentry's proposed approach and authorized the project to proceed.

June 9, 2026, Triple H Carpentry began work on painting the metal ceiling panels.

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June 16, 2026, SHPO, Staff and Triple H Carpentry met on-site to conduct a inspection on the progress of the metal ceiling panels paint project.

July 13, 2026, Contact Modification was signed to provide and apply 23 gallons of oil-based primer (kem Kromik Universal Primer by Sherwin Williams) to the metal ceiling panels due to areas of rust bleeding through the first coat of paint.

July 16, 2026, Town Staff and Triple H Carpentry met for a final walk through to review the metal ceiling panels painting project.

July 17, 2026, Triple H Completed the metal ceiling panels painting project.

July 20, 2026, Staff, SHPO, and Triple H Carpentry met via Teams to review door shop drawings and discuss the door mock-up for the upcoming site visit as preparations continue for grant closeout, currently projected for August 18, 2026.

July 21, 2026, A contract was executed with Triple H Carpentry for Door and Trim Restoration.

Sidewalk Projects

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
- Design or survey work Complete
- Estimated Sidewalk Length: 2,008 FT

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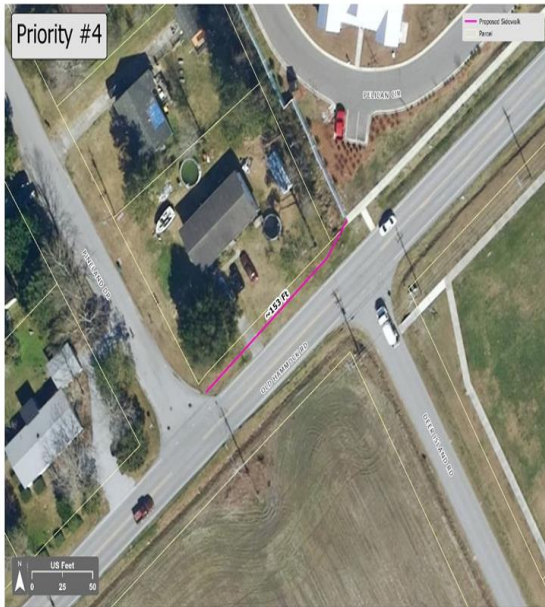
- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 2,483 FT



- 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
- Design or survey work Complete
- Estimated Sidewalk Length: 976 FT

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- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages
- Easements: Obtained
- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Design or survey work Complete
- Estimated Sidewalk Length: 153 FT



- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

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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. On July 22, 2025, the Town entered into a services contract with Arendell Engineers for the Surveying, design, bidding and construction administration of 5 project areas.

As of January 13, 2026, survey field work is complete, and design work is approximately 80% complete. Once design is complete all 5 project areas will be put out for bid. Funding decisions will be made once bids are received.

Engineered plans for the 5 priority project areas were received from the Engineer on February 13, 2026. The next steps include identifying easements and developing cost estimates prior to seeking construction bids.

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.

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

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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 be finalized within the next week and at that time data collected will 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.
- 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.

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- 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.

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

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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 models 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 review 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 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.

November 3, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continue to work on proposed Concepts for selected locations.

- Downtown area challenges:
 - Tidal boundary significantly impacts drainage.
 - Testing solutions like pipe upsizing, pumping, and backflow prevention.
 - Considering timing scenarios for rain vs. tide peaks.
- Other areas expected to be easier due to absence of tidal influence.
- No major prior efforts on downtown drainage beyond a Broad Street bioretention schematic.
- Existing infrastructure includes old clay pipes, some with adverse slopes.
- Fire Chief exploring portable dams for flood events

Updated timeline:

- End of 2025: Concepts and cost estimate ready.
- January 2026: Work on prioritization and draft report
- February 2026: Incorporate Town feedback to finalize

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November 24, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continue to work on proposed Concepts for selected locations:

- proposed drainage concepts for selected locations, focusing on downtown, Forest Lane/Brook Crossing Rd., and Phillips D/Holly Ln.
- Downtown area faces challenges and the need for more information about the flood wall locations and specifications. WithersRavenel will follow up with the Fire Chief for additional details.
- Discussed Preliminary Concepts and limits of work outside the right-of-way.

December 15, 2025, representatives from WithersRavenel met with Town staff via Zoom. Discussed Capital Improvement Plan including the following categories:

1. Condition of infrastructure
2. Project Cost
3. Severity of Flooding
4. Project drainage area served
5. Potential private property easement acquisition

January 26, 2026, representatives from WithersRavenel met with Town staff via Zoom to review the Finalized Concept and Cost Fact Sheets as part of the Stormwater Master Plan.

Area 2- Holly Lane

- Discussed the cost-benefit of the 42" pipe proposed around empty parcel at Phillips Dr & Holly Ln

Area 3-Downtown

- Reviewed the proposal for a pumping plan for this area in conjunction with emergency flood protection measures
- Discussed the potential inclusion of the Church Street Gazebo property (147 Front Street) in the project design.
- WithersRavenel will refine the proposed raster between Spring St and Broad St where flooding appears to have worsened.
 - It was clarified that the apparent increase in flooding is due to added model detail and hydrology calculation adjustments, not proposed improvements.
 - A note will also be added to plan to explain this increase level of modeling in detail.

Easements

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- WithersRavenel has assumed all construction will occur within existing right-of-way (ROW) and/or drainage easements.
- If temporary easements are required, associated costs can be addressed through contingency funding.

The following Capital Improvement (CIP) was discussed:

- Review current draft prioritization
- Severity of flooding scoring.
 - Roadway category being split between residential, combined residential, commercial, and public use.

February 23, 2026, representatives from WithersRavenel met with Town staff via Zoom to review the draft report previously provided to the Town. The meeting included discussion of the final draft and preparations for the upcoming Board presentation scheduled for March.

March 24, 2026, Representatives from WithersRavenel presented to the Board of Commissioners and based on their discussion the following revisions were made to the Swansboro LASII Stormwater Master Plan Draft.

- Public Input: Add more detail regarding participants and ensure related items are included in the appendix.
 - New section on page 6 and additional appendix (Appendix 2) with Public Input data
- Concept Areas: Provide further detail on the factors used to select the three concept areas.
 - More detail added to section on page 12
- Recommendations: Highlight resources for citizen LID (Low Impact Development) actions on private lots.
 - LID resources highlighted in "Watershed Restoration Plan and Historic District Preservation" recommendation on pages 25-26 and additional appendix (Appendix 8) includes pdfs of the resources
- Funding: Include additional grant options.
 - New section titled "Potential Funding Opportunities" within the Recommendations portion of report (page 27)
- Downtown Benefits: Elaborate on the specific benefits and flooding considerations for the downtown area.
 - More detail added on pages 19-20

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A final copy of the Master Plan Report has been provided to the Town for review. WithersRavenel's next steps include preparing the Executive Summary and other documents required for project close-out. They will follow up once those documents have been completed.

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
- Total:** \$170,164.00

On August 25, 2025, the TOS was awarded an NCCM grant in the amount of \$170,164 for the replacement of the dock. It is expected that NCCM will release contract documents to grant recipients in the Spring of 2026. In the meantime, Town staff is working with project consultant Kathy Vionson of Coastal Planning to prepare and submit an application for a major CAMA permit which is required for this project.

Completed Projects/Planning Items

Sidewalk Project

The Town of Swansboro partnered with NCDOT beginning on December 5, 2019, to construct priority sidewalk improvements totaling \$483,302. The project was divided into three phases due to funding limitations and faced challenges including easement acquisition, drainage issues, and utility conflicts.

Priorities 1, 2, 4, and 5 have been successfully completed, with Priority 2 supported by an additional \$100,000 state grant. Priority 6 is underway but pending utility conflict/pipe extension, while Priority 3 was deferred due to easement delays and funding constraints and will require Town-funded engineering if pursued. Additional future priorities (7–9) remain unfunded.

As of 2024, the Town is working with NCDOT and JUMPO to restart remaining projects using potential federal funding (80/20 split), with design and permitting planned for 2024–2025 and construction anticipated in 2026.

Completed: Priorities 1, 2, 4, 5

Priority 3 (easement delays; require new funding & Town-led design)

2020 NC Public Beach Coastal Waterfront Access Grant Project

The Town of Swansboro was awarded a \$142,350 grant on November 3, 2020, to construct a boardwalk extension and public day dock at Bicentennial Park, with a total project cost of approximately \$158,350. \$7,000 of the required \$16,000 town match was non-cash/in-kind. The project included a wooden boardwalk, floating dock, gangway, and boat slips to enhance public waterfront access.

Implementation was delayed and costs increased due to design revisions, regulatory permitting (CAMA, NCDOT), required dredging, and significant deterioration of the existing bulkhead, which necessitated a \$101,450 replacement. Construction bids exceeded available funding, requiring value engineering and additional financial support, including contributions from the Swansboro Tourism Development Authority.

Following redesign and funding adjustments, the project was awarded to Carteret Marine for approximately \$211,200. Construction began in October 2024, and the project was completed and issued a certificate of Compliance on April 23, 2025.

The finished project successfully provides enhanced public access to the waterfront, supporting recreation, boating, and tourism, while overcoming substantial engineering, environmental, and financial challenges.

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Flybridge Project (1481 W Corbett Avenue)

The Flybridge development proposed a mixed-use project at 1481 W. Corbett Avenue, consisting of 324 multi-family units and six commercial outparcels on approximately 39 acres within the Town of Swansboro's extraterritorial jurisdiction.

An initial request for a CAMA Land Use Plan amendment and conditional rezoning was denied, and the applicant withdrew the rezoning request in February 2025. A second application was submitted on August 5, 2025, seeking both a Future Land Use Map amendment and conditional rezoning.

Following review, the Planning Board recommended denial of both requests in September 2025. The Board of Commissioners subsequently denied both applications at their September 23, 2025, meeting.

Outcome: The proposed Flybridge development did not receive the required land use or zoning approvals and was ultimately not approved to move forward.

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.

Visitor Center Improvement Update

The Visitor's Center Improvement Project has been completed, and the facility is fully reopened and operational following exterior and interior renovations, historic restoration, and mold remediation. A Certificate of Occupancy was issued on June 12, 2026.

The project first addressed the building's loss of historic contributing status and floodplain compliance concerns by removing the non-historic side entrance, reconstructing the front steps to

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reflect the original design, and coordinating reviews with the Historic Preservation Commission, Flood Appeals Board, and State Historic Preservation Office. These efforts resulted in an exemption from the floodplain "Substantial Improvement" requirements, eliminating the need to elevate the structure further.

During planning for the interior renovations, extensive mold was discovered throughout the building, requiring temporary closure and professional remediation. The Board of Commissioners approved additional funding to remediate mold within the walls, crawl space, attic ventilation, and HVAC system before construction resumed.

Following successful remediation, the project scope was expanded to include upgraded public restrooms and improved facilities for transient boaters, enhancing the Visitor's Center's role in supporting tourism and waterfront access. Engineering services were reengaged to develop revised plans, and construction was completed with the issuance of the Certificate of Occupancy on June 12, 2026.

The completed project preserved the building's historic character, achieved compliance with applicable floodplain and building regulations, resolved significant environmental concerns, and enhanced amenities for residents, visitors, and transient boaters.

Future Planning Matters

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
- Permit has been issued as of March 18, 2026, and site work has begun

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.
- Building plans approved January 20, 2026
- Site work began February of 2026
- Vertical work will begin by July 2026

Brezza Lofts (Mixed-used development 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.
- New plans for a mixed-use development have been submitted in January of 2026. They will need to go through TRC then the minor special use permit will need to be reviewed and approved by the Planning Board and Board of Adjustments.
- The Planning Board recommended approval of the Minor Special Use Permit at their March 3, 2026, regular meeting.
- The Minor Special Use Permit for this project was approved by the Board of Adjustment at their April 6th, special meeting.

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- Minor modifications have been made to the site plan's unit square footage allocations and site layout. Since the use and density is not changing, it will be approved administratively.

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
- Permit was issued and site work has begun.
- Construction has started and inspections have begun.

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.
- Building plans dropped off March 17, 2026, and have been approved. Building permits are pending.

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.
- All permits (stormwater, NCDOT Driveway) have been received, and Traffic Impact Analysis has been approved. Site Plan will be approved soon and building plan submittal will follow shortly after.
- Site plan is pending approval on DOT permit,
- Building plans for shell have been approved. Permit issuance pending on site plan approval.
- Permits have been issued, and construction has begun.
 - Navy Federal Credit Union- Upfit plans are under review as one of the tenants.

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Fire Grants

Duke Energy Grant - 16432- Side Scan Sonar (Watercraft) Grant amount requested \$1,3263.72
Grant application is under consideration and anticipated award notification date range June 1, 2026-July 31, 2026.

Department of the Interior- office of Wildland Fire- Slip-on Tanker Unit -on Tanker Unit-
Grand #14606189 Grant amount requested \$18,875. Grant application is pending agency review and anticipated award notification dates are May 15, 2026-September 15, 2026.

DCIP Grant- Public safety Complex & Sidewalk

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**

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

Department Reports for June 2026

Administrative Services

- Phone Records Report for June: 1,838 calls

Internal – 389	Town Hall – 360	Parks and Recreation – 279
Police Department – 434	Fire Department – 47	Outgoing totals – 329
- Building permits sold for June: 44 residential/commercial combined; \$8,650.10 total fees collected (includes 2 re-inspections)
- 149 Building inspections processed/19 Fire Inspections processed.
- 2 Code Enforcement Violations
 - Grass Violation- 445 Patriots Point Ln
 - Zoning Violation- 1468 W Corbett Ave
- 124 Various receipts processed
- 336 ONWASA payments processed, 3 New Service Setups, 4 Other transactions.
- 0 Work Orders generated for Public Works
- 6 Notarization performed
- US Census Report Submitted - Permits
- Finalized May Departments Report
- Public Records request processed:
 - Construction Monitor – Building Permits issued with values May 2026
 - Construction on the Rise – Building Permits issued with values May 2026
 - Henderson – Building Permits issued with values May 2026
 - Carolina Permits – New Homes building in May 2026
 - Elena Messenger – Email communications between Town and NLCM related to event she proposed to P&R
 - Urbanski – Building permit records for 508 Diamond Ridge Court
 - Howes – lot survey provided for 156 Goodwill Lane
 - Public Safety Network – Incident Details Related to an individual’s arrest to include Body Worn Camera Footage, Police Dashcam, Footage (if available), any associated incident reports, CAD Logs, or radio communications
 - Santana – building permit records available for 302 Swann Court
 - Meilleur – building permit records for shed at 233 River Reach Drive
- Issued New Releases/Constant Contact/Facebook posts for:
 - Yard Waste Collection Delay – 7/3/2026
 - Swansboro High School Senior Parade
 - BOC 6/19/2026 Regular Meeting
 - BOC 6/23/2026 Regular Meeting
 - July 4th Closures
- 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
- Prepared Arts by the Sea Street Closure Notices for distribution downtown

Department Reports for June 2026

- Attended July 3rd Logistical meeting
- Attended Damage Assessment training with Onslow County for ARM 360 program
- Began preparations for Annual Powell Bill Reporting
- Preparations for Annual North Carolina Demographic Surveys for Boundary/Annexation and Residential Construction began.
- Received and handled 8 “Contact Us” request from the Website
- Received and responded to 9 emails from Jimmy Williams for information
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.)

June Combined - Website Home Page defaults: 1,329

Top 5 pages viewed in June – Employment 538 | Department – Police 167

Departments – Permitting 160 | Government 148 | Contacts 124

Finance

- Sales & Use Tax received in June 2026 is \$145,577
- Accounts Payable Summary for June 2026:
 - 164 Invoices-Totaling: \$215,960
 - 4 Purchase Orders Issued
- Processed payroll-6/12/2026 & 6/26/2026
- PEV ChargePoint Station-Accumulated (kWh) for June 2026:(930)
- Session fees collected-\$187.70
- Stormwater Fees Collected-May 2026-\$550
- Attended staff meeting.
- May 2026 Bank Reconciliation-Town accounts
- May 2026 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- HR-related items estimated at 10 hours
- Prepared and provided financial and budget information for the Board of Commissioners regular meetings held on June 9, 2026 and June 23, 2026
- Updated Year End Projections for FY 25/26
- Updated the Town's Capital Improvement Plan (CIP) to support long-term financial planning and capital project management.
- Updated financial information in the Budget Message for FY 26/27
- Updated adopted Budget Ordinance for FY 26/27
- Gathered information for Open Enrollment-FY 26/27
- Prepared and provided financial and budget information for the Swansboro TDA Board special meeting held on 6/25/2026.
- Attended the Swansboro Public Safety Building Project discussion with Bobbitt and MBP staff.

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Fire Department

Inspection Type	Monthly	Annual
Standard Fire Inspection	4	40
<i>Initial Inspection</i>	3	19
<i>Reinspection {1st Revisit}</i>	1	19
<i>Reinspection {2nd + Revisit}</i>	0	2
New Business Inspection	3	14
<i>Initial Inspection</i>	2	10
<i>Reinspection</i>	1	4
Fire Suppression – Hoods	11	51
<i>Initial Inspection</i>	8	43
<i>Reinspection</i>	3	8
Special Event – Tents	2	3
Foster Home	0	1
Plan Review	1	10
Code Violation/Complaint	0	0
Total	21	119

Parks and Recreation

DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- Finalized 2026 sponsorships and package benefits.
- Finalized marketing plans for ABTS and Independence Day Celebration.
- ABTS held on June 13, along with the food and wine tasting. 71 tickets were sold for the food and wine tasting, 95 vendors spaces were sold for the festival, and 49 vendor spaces were presold for 2027.
- Marine event applications were completed for Blessing of the Fleet and Christmas Flotilla.

Miscellaneous

- Meet with solar light company to discuss lighting plans for Municipal Park.
- RFQ for Municipal Park Enhancement project was opened and accepting proposals until June 29.
- Began gather quotes and designs for replacement for tot lot in Municipal Park.
- Gathering updated quotes on pickleball court amenities for Municipal Park Enhancement Project.
- Assistant Director is creating a memorial program for the department.

Department Reports for June 2026

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- Met with new Public Works Director to review current and future projects, discuss staffing,
- Contacting soccer associations for new contracts for the upcoming 2026-27 season.
- Managing special event applications.
- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.
- 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.
- 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.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Activity Report

Organization Activity					
From 6/23/2026 to 7/23/2026					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	239	21	8	0	152
Resident	25	1	7	0	16
Non-Resident	214	19	1	0	136
No Residency Set	0	0	0	0	0
Demographics					
< 18	77	1	1	0	43
18 - 65	140	15	5	0	99
65+	22	4	2	0	10
Male	110	9	5	0	65
Female	129	11	3	0	87
Other Genders	0	0	0	0	0
Online vs In-House					
Online	116	0	0	N/A	91
In-Person	123	20	8	N/A	61

Department Reports for June 2026

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Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,963	194,000	28,900	1,500	5,800	107
Facebook-Festivals	9,394	21,900	3,000	217	1000	39

Revenue

Slip Fee - Town Dock	\$3,319
Rental Fees-Parks	\$1,035
Rentals Rooms	\$2,235
Rec Program Fees	\$2,310
Gym Memberships	\$375
Dog Park Memberships	\$0
Festival Vendor Fees	\$7,120
Arts by the Sea Wine Tasting	\$1,415

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
- Scheduled staff and volunteers for Arts by the Sea
- Communicated final checklist for Arts by the Sea to vendors, entertainers, wine participants, and staff
- Planned and executed Sprout Scouts and Tiny Trekkers
- Created and scheduled all Arts by the Sea social media posts
- Trained new staff
- Created new Festival A-Frame posters and ordered
- Met with Finance Director and Downtown Facilities Coordinator about new job description
- Oversaw new Walking Program survey and analyzed results
- Prepped, oversaw, and executed Arts by the Sea Festival

Department Reports for June 2026

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- Met with potential new partnership for homeschool programs
- Organized and executed Paws by the Sea with Onslow County Animal Services
- Scheduled staff and volunteers for July 3rd festival
- Created and scheduled all social media posts for July 3rd festival
- Began finalizing volunteers and staff for Safety Town program
- Attended Threads of Hope logistical meeting
- Planned, organized, and executed Bugs & Butterflies Picnic
- Began ordering supplies for Parks & Recreation Month programs and events
- Communicated final checklist for vendors, staff, and volunteers for July 3rd festival
- Met with Pickleball Committee to discuss upcoming programs and concerns
- Began planning Paddles & Pizza

Planned Programs and Events

Walking Through Swansboro

- 20 registered

Sprout Scouts-Beach Bash

- 12 registered and 10 attended

Paws by the Sea

- 10 registered and 6 attended

Tiny Trekkers

- 12 registered and 12 attended

Arts by the Sea Festival

- Estimated 5,000 in attendance
- Over 75 vendors

Arts by the Sea Wine & Food Tasting

- 71 tickets sold and 58 attended

Bugs & Butterflies Picnic

- 21 kids registered and 20 attended

Planning

Planning Board

- The Planning Board's regular meeting was on June 2, 2026.
 - UDO Text Amendment to § 152.016 Definitions to Basic Terms. After the discovery of a discrepancy in UDO § 152.016 Definitions to Basic Terms for the definition of “Fence (Protective)” a text amendment is proposed for accuracy.

Department Reports for June 2026

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The Planning Board did recommend approval for this text amendment to the Board of Commissioners.

- UDO Text Amendment to § 152.400-462 Flood Damage Prevention Ordinance. The National Flood Insurance Program has released an updated 2026 Model Flood Damage Prevention Ordinances for local coastal communities in North Carolina to implement into our own flood ordinance. The Planning Board did recommend approval for this text amendment to the Board of Commissioners.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission's regular meeting was on June 16, 2026.
 - Certified Local Government Status Update. To provide an update on FY 2024-2025 Certified Local Government (CLP) Program activities and status through North Carolina's Historic Preservation Office.
 - Swansboro Historic Commission Training Update. To inform SHPC members and staff of the Certified Local Government (CLG) Program training requirements for each federal program year (October–September).
 - Minor Work/Staff Approval Application Report May-June.

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.
- Reviewed and approved zoning and floodplain development permits.

Police Department

Patrol:

- 579 Calls for Service
- 222 Reportable Events
- 19 Wrecks
- 1 Felony Arrest
- 21 Misdemeanor Arrests
- 10 Arrests by warrant Service
- 3 DWI Arrests
- 14 Arrests with Transport to the Onslow County Detention Center

Department Reports for June 2026

- 92 Citations
- 91 Verbal/Written Warnings
- 10 Felonies Investigated (4-Larcenies; 2-Break & Entering; 2-Fraud; 1-Soliciting Sexual Favors; 1-Narcotics Related)
- 54 Misdemeanors Reported (18-Larcenies; 11-Property Damage; 7-Trespassing; 4-Assaults; 2-Harassment; 1-Peeping in Window; 1-Resist, Delay, Obstruct Peace Officer; 1-Conspiracy to Commit Larceny; 1-Unauthorized Use of Motor Vehicle; 1-Failure to Return Rental Property; 1-Armed to the Terror of the Public; 4-Traffic Related; 2-Narcotics Related)
- 9 Disputes/Public Disturbances
- 12 Alarm/Open Door
- 4 Crisis Intervention with Mental Subject
- 2 Domestic
- 1 Death Investigation
- 26 Suspicious Incident/Person/Vehicle
- 8 Vehicle Unlocks
- 12 Town Ordinance Violations
- 123 Requests by Other Agencies for Assistance
- 87 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 1 Funeral Escort
- 5 Requests for Fingerprinting
- 18 Business Closing Standbys
- 229 Business Checks
- 2 RU Ok? Participants
- Provided security for One Harbor Church Sunday Service
- Provided security for the First Baptist Church Sunday Service
- Provided security checks for the Connect Camp held at the First Baptist Church
- Provided security for the Arts By the Sea Festival
- Provided security for the weekly SwanFest Music Event
- Participated in the Military Appreciation Day Event held at Hammocks Beach State Park
- Provided an escort for the SHS Seniors Parade
- Officer Mason completed Basic Intox Operator training held at Cape Fear Community College.
- Officer Ferguson completed Basic Intox Operator training held at Cape Fear Community College.

Admin Services:

- Answered 325 phone calls during business hours
- Assisted 204 walk-in requests for assistance during business hours

Department Reports for June 2026

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- Took 42 requests for report copies during business hours

Public Works

Streets

- Placed two (2) dump truck loads of ABC rock and compacted on Fort Sumter Way to prep for resurfacing project scheduled for September.
- Reported a pothole and a damaged speed limit sign to NC DOT for repair.
- Reported three (3) streetlights that were always on to Duke Energy for repair.
- Gathering information / pre-plan re: conducting a street survey to determine pavement condition ratings for our streets.

Stormwater

- Gathering information for annual stormwater report.
- Reviewing stormwater easements to determine areas of responsibility.
- Repaired small sinkhole within the ROW on Casting Net Way.
- Began tracking of addresses for yard waste collection events on June 24th – 147 addresses were provided curbside collection. Future reports will include monthly address counts.

Sanitation

- Developing a plan for refuse collection for festival events in partnership with GFL.

Parks

- Supported the annual Independence Day fireworks event.
- Attended a pre-event planning meeting for the Tunnels to Towers 5k event.
- Scott Brinkley has retired as of 16 July and we are thankful for his service to the Town.
- Gathering data to develop a Town Parks Maintenance Plan. Will be working closely with the Director to gather inventory, identify tasks, and create standard operating procedures.
- One dolphin spring rocker was taken by someone from the Pirates Den park.

Facilities

- Town Hall – Seeking proposals for maintenance agreements for generators at Town Hall and the Public Safety facility.
- Visitors Center – supported the ribbon cutting event and re-opening of the Center.
- Recreation Center – obtaining quotes for VCT floor service and mechanical preventive maintenance.

Other

- Three staff members attended NC DOT flagger training in Raleigh,
- One on one team member meetings are ongoing to better understand the department's current strengths, weaknesses, and opportunities for presentation to the Town Manager.