



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, August 12, 2025

### Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Pat Turner, Commissioner  
Douglas Eckendorf, Commissioner | Joseph Brown, Commissioner | Tamara Pieratti, Commissioner

### I. Call to Order/Opening Prayer/Pledge

### II. Public Comment

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

### III. Adoption of Agenda and Consent Items

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

#### III. Consent Items:

- [a.](#) June 10, 2024, Regular Meeting Minutes
- [b.](#) June 10, 2024, Closed Session Minutes
- [c.](#) June 24, 2024, Regular Meeting Minutes
- [d.](#) June 24, 2024, Closed Session Minutes
- [e.](#) Resolution 2025-R9 ETJ Appointment to Planning Board

### IV. Appointments/Recognitions/Presentations

#### [a.](#) Board Appointments

***Presenter: Alissa Fender, MMC – Town Clerk***

Due to a resignation, there is an in-town seat vacancy on the Planning Board

*Recommended Action: Consider appointment to the Planning Board*

#### [b.](#) Fire Department – Mid-Year Performance Report

***Presenter: Jacob Randall – Fire Chief***

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

*Recommended Action: Receive report.*

**V. Public Hearing - None**

**VI. Business Non-Consent**

**a. Request from the ONWASA Board of Directors to amend its Articles of Incorporation**  
***Presenter: Jon Barlow – Town Manager***

The ONWASA Board of Directors is requesting that each of its member governing bodies consider an amendment to ONWASA's Articles of Incorporation that would allow each member government the flexibility to appoint a director who is not necessarily an elected official.

*Recommended Action: Approve Resolution 2025-R10 Amendment to the ONWASA Articles of Incorporation.*

**b. Future Agenda Topics**  
***Presenter: Alissa Fender – Town Clerk***

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

*Recommended Action: Discuss and provide any guidance*

**VII. Items Moved from Consent**

**VIII. Public Comment**

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

**IX. Manager's Comments**

**X. Board Comments**

**XI. Closed Session**

- a. *Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; and (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.*

**XII. Adjournment**

**Town of Swansboro**  
**Board of Commissioners**  
**June 10, 2025, Regular Meeting Minutes**

Item III - a.

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

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

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

**Public Comment**

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

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Eckendorf, seconded by Commissioner Pieratti, the consent items below and the agenda as amended to remove items *V a. Extra Territorial Jurisdiction Expansion/Re-zoning Request for 106 Belgrade Swansboro Road* and *V b. Re-zoning Request/1476 W. Corbett Avenue* were unanimously approved.

- Budget Ordinance Amendment #2025-11
- Audit Contract with Gregory T. Redman, CPA (July 1, 2024, through June 30, 2025)

**Public Hearing**

*FY 2025/2026 Budget Ordinance, Tax Rate, Stormwater Ordinance, Fee Schedule, and Salary Schedules*

Town Manager Jon Barlow presented the fiscal year 2025-2026 budget and associated documents, highlighting several significant items influencing the budget. These included a 1.5% cost of living increase and up to a 1.5% merit increase for employees, a 0.75% increase in the North Carolina Retirement System employer contribution rate, and an estimated 10% rate rise for property, liability, and workers' compensation insurance. Additionally, there was a 15% decrease in health insurance costs due to switching to Blue Cross Blue Shield. The budget allots \$50,000 for a land use plan update, \$15,000 for a special election, \$5,000 for UDO amendments codification, \$16,000 for part-time Parks and Recreation staff, a public safety salary study implementation cost of \$136,000, and capital outlay for two police cars funded with loan proceeds at \$104,000. Capital projects totaled \$900,000, including a \$500,000 grant application for sidewalk construction.

Town Manager Barlow noted that the budget was balanced with \$634,672 from the fund balance, covering \$150,000 for pickleball courts, \$250,000 for Project Coffee Economic Development Incentive Grant, and \$234,672 for other operational expenses. Several items

were not funded, such as additional fire department personnel, EMS services, and various capital outlay components. The current tax rate remained at \$0.35 per \$100 valuation, where one cent on the tax rate generates about \$72,554 in revenue. Total general fund expenditures and revenues were balanced at \$7,242,454. The general fund balance had been consistent over the past five years, with a fund balance policy at 50%, potentially reducing to 44% if all the assigned balance was used next year.

Town Manager Barlow elaborated on the Stormwater Enterprise Fund, which was self-supporting with a \$60 fee per residential unit, raising about \$157,574. He proposed removing the \$5 early payment credit due to debt service increases for the JetVac truck. Regarding solid waste, the contract with GFL maintained current rates, even with a 2.8% increase in GFL's charges to the town.

The public hearing was opened at 6:15 pm and the following individuals spoke.

Jamie Petani of 2102 Holly Hills Court shared her concerns about the \$50,000 allocation for land use development, indicating she did not recall when it was voted on.

Vicki Brown of 601 W. Broad Street inquired if the fire department's budget of approximately \$1.6 million included a large ladder truck.

Constance Crocker of 111 Jones Road asked for clarification on the \$250,000 loan for Project Coffee mentioned in the agenda packet.

Wayne Herbert of 102 Oyster Bay Road inquired about the \$213,000 not approved in the fire budget.

Junior Freeman of 714 W. Corbett Avenue spoke regarding fire department budgeting, specifically questioning the necessity and expense of acquiring a ladder truck considering existing equipment and limitations within the town.

The public hearing was closed at 6:26 pm.

Following the public hearing, the board discussed potential amendments to the budget:

- Removal of the \$50,000 allocation for the CAMA land use plan update.
- Adjustment to the fire department funding from the county, with the county committing to \$302,865 instead of the initially projected \$491,847.

Town Manager Barlow explained that removing the \$50,000 for the land use plan would reduce the planning department budget and the fund balance appropriation. He also noted that the change in county fire funding would increase the fund balance appropriation by \$188,982 to balance the budget.

On a motion by Commissioner Eckendorf, seconded by Commissioner Turner, the FY 2025/2026 Budget Ordinance, Tax Rate (\$0.35/\$100), Stormwater Ordinance Fee Schedule, and Salary Schedules with the removal of \$50,000 for the CAMA Land Use Plan Update

and adjustment to the Onslow County Fire funding at a difference of \$188,982 was unanimously approved.

### **Business Non-Consent**

#### *Future Agenda Topics*

Future agenda items were shared for visibility and comments. In addition, an opportunity was provided for the Board to introduce items of interest and subsequent direction for placement on future agendas. No new items were added, however, with no business scheduled it was recommended to cancel the July 8<sup>th</sup> regular meeting.

### **Public Comment**

Lisa Maness Prakash of 532 Sabiston Drive expressed concerns about rezonings and its impact on traffic and infrastructure. She mentioned a citizen group called Common Sense Swansboro that had collected over 1,000 signatures on a petition to pause growth and protect lands.

Terri Herbert of 102 Oyster Bay Road shared comments from social media regarding concerns about overdevelopment, traffic, and the loss of Swansboro's small-town feel. She emphasized the need for responsible growth and infrastructure planning.

Jamie Petani of 2102 Holly Hills Court raised issues about traffic problems, police department staffing, and garbage collection concerns. She also inquired about the fire department's activity during a recent event.

Meredith Meilleur of 220 River Reach Drive defended the land use plan process for the update that occurred in 2019. She emphasized the diverse stakeholder participation and the community's desire to protect Swansboro's character while managing growth thoughtfully.

Constance Crocker of 111 Jones Road in Hubert suggested implementing measures to prevent left turns at specific intersections to reduce accidents. She also stressed the need for infrastructure planning and inquired about the details of Project Coffee.

Vicki Brown of 601 Broad Street shared her thoughts on the importance of supporting economic growth while maintaining Swansboro's charm. She suggested considering conditional uses for B1 zoning to better control development types and stressed the need for attractive businesses that support both citizens and visitors.

Wayne Herbert of 102 Oyster Bay Road emphasized the importance of considering all citizens' voices in development decisions. He urged the board to be cautious about changing Swansboro and to prioritize the opinions of current residents.

Joyce Johnson of 195 Peninsula Manor Road in Hubert, stressed the importance of collaboration between Swansboro and surrounding areas. She expressed concerns about

overdevelopment and its impact on the area's appeal to both current and potential residents.

Tim Vannoy of 105 Cormorant Drive, spoke on concerns about the appearance of the former ABC store and car wash, requesting information on cleanup efforts and prevention of similar situations in the future.

Renee Isley of Nags Head North Carolina identified herself as a potential returnee to the area and expressed disappointment in the changes occurring in Swansboro. She emphasized the need for responsible development to maintain the town's appeal for future generations.

### **Manager's Comments**

Town Manager Barlow reported on the funding approval for the culvert replacement project on Highway 24 in front of the VFW across from Shore Drive. He stated that the total project cost was \$3,140,000, with work expected to begin in fiscal year 2027. Barlow noted that the Department of Transportation is actively acquiring the right of way to make the project possible.

### **Board Comments**

Commissioners expressed gratitude to both the staff and the public for their involvement and emphasized the value of public input. They also encouraged continued community engagement with the Board and highlighted the need for addressing the cleanup of the former ABC store site.

Commissioner Doug Eckendorf acknowledged the need to balance growth with maintaining the town's character. He discussed the challenges of funding necessary projects and services while keeping taxes low. Eckendorf emphasized his commitment to public safety and explained his perspective on controlled growth to support town services.

Mayor Justice apologized for the confusion caused by last-minute agenda changes and noted that the former ABC store had been notified to clean up by the second week of June. He discussed Project Coffee as a potentially beneficial development and ongoing efforts with county and state officials on issues like roads and fire services. He assured citizens that their input was valued and encouraged them to review his voting record and engage him in discussions about his positions.

### **Closed Session**

On a motion by Commissioner Turner, seconded by Commissioner Eckendorf and with unanimous approval, the board entered closed session pursuant to NCGS 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege was hereby acknowledged; and (5) to establish, or to instruct the public body's

staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

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

### **Adjournment**

On a motion by Commissioner Turner, seconded by Commissioner Eckendorf, the meeting adjourned at 8:25 pm.

**Town of Swansboro**  
**Board of Commissioners**  
**June 24, 2025, Regular Meeting Minutes**

Item III - c.

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

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

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

**Public Comment**

Laurent Meilleur of 220 River Reach Drive addressed the board about the Swansgate Stormwater agenda item, recapping his memory on the project sharing that he felt drainage was always an issue at the location of this subdivision.

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Brown, seconded by Commissioner Turner, the agenda and consent items below were unanimously approved.

- April 22, 2025, Regular Meeting Minutes
- April 22, 2025, Closed Session Minutes
- April 23, 2025, Special Meeting Minutes
- Tax Refunds Request totaling \$223.08
  - o Vehicle Tax
    - Hill, Christopher Joseph, \$142.61, Military
    - Hill, Elvia Ruth, \$80.47, Military
- Budget Ordinance Amendment #2025-12

**Appointments/Recognitions/Presentations**

*Recognition of Logan Walters*

Mayor Justice recognized Logan Walters for attaining the Morehead Kane scholarship. Walters, who graduated as a valedictorian and obtained an associate's degree from Coastal Carolina Community College, was commended for his academic excellence and community support.

*Parks & Recreation Month*

Mayor Justice proclaimed July as Parks and Recreation Month in Swansboro for its contributions to health, wellness, and economic development and acknowledged and commended the department's exemplary efforts and achievements. Assistant Parks & Recreation Director, Sara Elliott conveyed appreciation for community support, mentioning that benefits extended beyond physical spaces. She recognized both new and longstanding sponsors, as well as grants provided by local authorities, while highlighting July's scheduled events and various innovative activities.



**Public Hearing**

*2025-2026 North Carolina Public Beach and Coastal Waterfront Access Grant Program Application*  
Town Manager Jon Barlow presented information on the town's intention to submit a grant application to the North Carolina Division of Coastal Management for the replacement of the Main Street Dock. He explained that the dock, originally built in 1988 with an addition in 1992, was the oldest in town and had been inspected in February/March. The inspection revealed that full replacement would be more cost-effective than repairs.

Barlow provided details on the estimated cost of replacing the dock, including engineering, permitting, surveying, and construction administration, totaling \$164,000. He noted that the grant match would be 25% of the cost, approximately \$42,541, which would be the town's responsibility.

The public hearing was opened at 6:19 pm then closed, no comments were offered.

On a motion by Commissioner Brown, seconded by Commissioner Turner, Resolution 2025-R6 stating the support to submit a North Carolina Public Beach and Coastal Waterfront Access Grant Application to the North Carolina Division of Coastal Management for the Main Street Dock Replacement Project was unanimously approved.

**Business Non-Consent***Swansgate Stormwater Easement Consideration*

Town Planner Rebecca Brehmer presented the need for a stormwater easement at the Swansgate Subdivision to facilitate transitioning the stormwater permit from A. Sydes Construction to the Swansgate HOA. Swansgate, established in 2019 as an R-20 single-family cluster development, included town-dedicated open space. She shared that this was required for DEQ compliance in order to shift maintenance responsibilities for the stormwater system from the developer to the HOA.

Josh Edmundson from Tidewater Engineering explained the easement was primarily administrative, confirming DEQ found no flaws and noting that no changes would be made to the stormwater system. It was necessary to connect the HOA formally with the system's management.

Public Works Director Tank Bates reported existing drainage issues, especially at the subdivision's rear, despite improvements like the NCDOT's pipe replacement under Main Street Extension. He highlighted the need for further action once the HOA assumes control.

Commissioner Brown voiced concerns about the developer's historical practices and sought assurance that unresolved issues would not fall on residents.

Attorney Rasberry explained that the easement was required in order for the HOA to fulfill responsibilities for maintenance, upgrades, and adherence to DEQ permits. This easement restricted development to preserve the property's role as a drainage resource, acknowledging its designation as town-owned public open space.

On a motion by Commissioner Eckendorf, seconded by Commissioner Pieratti, unanimous approval was given for execution of the easement.

#### *Monthly Financial Report as of May 31, 2025*

Finance Director Sonia Johnson presented the financial report for May 31, 2025. Key takeaways were:

- General Fund: Surplus of \$280,269 with encumbrances; \$491,497 without encumbrances.
- Overall Expenditures: 73.11% of the budget, 18.56% below the fiscal year's expectation.

Summaries were provided for the town's debt status, cash and investment accounts, and outstanding grant balances. No questions were raised by the Board about the report.

#### *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:

- Future discussion on sidewalks and the skatepark was recommended

Town Manager Barlow addressed concerns that were raised about limited public amenities due to the temporary visitor center closure. He shared that portable restrooms and handwashing stations, similar to those for events, which would require weekly maintenance costs were being researched.

#### **Public Comment**

Vicki Brown of 601 Broad Street expressed concerns about the town's consideration of eminent domain for building an emergency operations center (EOC). She questioned the need for an EOC in a town of Swansboro's size and suggested using the state's funds to refit and adapt the existing police and fire department buildings instead.

Joyce Johnson of 195 Peninsula Manor Drive read a statement on behalf of her niece, Renee Isley, criticizing recent city planning decisions and urging for more thoughtful development that preserves Swansboro's natural beauty and supports local businesses.

Terri Herbert of 102 Oyster Bay Road voiced her concerns about drainage issues in Swansgate, questioned the due diligence done for the recently withdrawn JOED property rezoning, and reminded the Board about the potential return of the Flybridge issue.

Jamie Petani of 2102 Holly Hills Court commented on the Swansgate drainage issues and expressed concerns about uncontrolled growth in the town.

Randy Swanson of 206 W. Corbett Avenue spoke against the use of eminent domain for an EOC, questioned the logic of reducing tax rates while considering parking meters, and

suggested that a social district could actually help control alcohol consumption during events like Swan Fest.

### **Manager's Comments**

Town Manager Barlow shared that the Water Street resurfacing project would be starting Thursday through Friday. Town offices would be closed on July 4th, with the fireworks event the evening of July 3<sup>rd</sup> downtown. Manager Barlow shared several grant achievements: Parks & Recreation were awarded \$20,000 from Onslow County TDA for events, and \$4,800 from North Carolina Amateur Sports Youth Grant Program for recreation equipment. The town was also working on applying for a grant through the NCLM for a no-cost cybersecurity support program.

### **Board Comments**

Commissioner Turner thanked citizens for attending and speaking at the meeting, and thanked staff for their work.

Mayor Pro Tem Conaway shared that he also had concerns about persistent flooding, particularly near Main Street Extension and Swansboro Loop Road. He empathized with resident frustrations and identified challenges in finding solutions, pointing out that nearby subdivision developments may have worsened the situation. Mayor Pro Tem Conaway emphasized the need for proactive measures, noting unresolved issues could impact his own property.

Commissioner Eckendorf addressed public concerns about unmanaged development, and the Board's adherence to the 2019 land use plan. He explained that the plan was developed with community input, despite the participation of only about 90 respondents in the survey. Nevertheless, this plan guides the town's development strategies. Commissioner Eckendorf further mentioned discrepancies about rising sea levels in the plan, challenging the validity of some of the projections. Additionally, he emphasized the need for an Emergency Operations Center (EOC) that could withstand severe weather, as the current facility was not rated for Category 4 hurricanes. He highlighted the role of consulting town officials, including fire and police chiefs, for emergency preparedness. Contract and property negotiations occur in closed sessions per state laws for compliance, with all final decisions to be disclosed publicly.

Commissioner Brown highlighted the critical importance of managed growth and the establishment of an Emergency Operations Center (EOC) to maintain town safety during emergencies. He stressed the need for planned development to adequately support both existing and incoming residents, emphasizing the importance of appropriate infrastructure and readiness. Commissioner Brown voiced concerns regarding the current facility's limitations in crisis situations, advocating for the establishment of an EOC as vital for

protecting emergency response teams and the broader community, thereby improving disaster management capabilities.

Commissioner Pieratti thanked everyone for speaking and assured the citizens that the Board was listening to concerns.

Mayor Justice thanked attendees for their participation, stressing the importance of dialogue in reconciling differing views and informed decision-making. He addressed a misquote from local news regarding a recent economic initiative, clarifying that both the county and town aimed to contribute \$250,000 each, totaling \$500,000. Reports mistakenly claimed the town's contribution as \$850,000, highlighting the need for clarification to avoid misunderstandings.

### **Closed Session**

On a motion by Commissioner Turner, seconded by Commissioner Eckendorf and with unanimous approval, the board entered closed session at 7:25 pm pursuant to NCGS 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege was hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

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

Mayor Justice reported that the Board had decided to proceed with a proposed offer to purchase the Rotary property, consisting of approximately 5 acres for \$1,000,000. He noted that the Rotary would be responsible for any buyout clause they had agreed to if selling the property within a certain timeframe. The town would not be putting down earnest money and would only build a road to the end of the acquired property.

On a motion by Commissioner Eckendorf seconded by Commissioner Turner, authorization to proceed with the proposed acquisition of the Rotary property as outlined was unanimously approved.

### **Adjournment**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf, the meeting adjourned at 8:40 pm.



**TOWN OF SWANSBORO**  
**Resolution 2025-R9**

**Nomination(s) to Serve as Extraterritorial Representative(s)**

WHEREAS, NCGS 160A-362 provides that the County Board of Commissioners is the appointing authority for extraterritorial representatives on municipal planning boards and boards of adjustment; and

WHEREAS, the Swansboro Board of Commissioners desires to recommend that the following resident(s) of its extraterritorial jurisdiction be considered for appointment to a planning-related board;

NOW THEREFORE BE IT RESOLVED that the Town of Swansboro Board of Commissioners respectfully requests the following extraterritorial resident(s) be appointed by the Onslow County Board of Commissioners to the board(s) indicated:

| <u>Municipal Board</u> | <u>Nominee</u> | <u>Address</u>      | <u>Term Expiration</u> |
|------------------------|----------------|---------------------|------------------------|
| Planning Board         | Jamie Petani   | 2102 Holly Hills Ct | 1/2028                 |

Adopted this 12th day of August 2025.

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

Attest:

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



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **August 12, 2025**

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

**Overview:** Due to a resignation, there is an in-town seat vacancy on the Planning Board

Due to increased commitments Jerry Seddon resigned from his in-town seat effective July 23, 2025.

The Talent Bank Sheet listing the citizens that are interested in serving on an advisory board is provided.

## Planning Board

One (1) In Town seat to consider for appointment.

There are 9 in-town applications on file.

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

1. NCGS 128-1.1
2. Talent Bank Sheet

**Recommended Action:** Consider appointment to the Planning Board

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

**§ 128-1.1. Dual-office holding allowed.**

(a) Any person who holds an appointive office, place of trust or profit in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution, to hold concurrently one other appointive office, place of trust or profit, or an elective office in either State or local government.

(b) Any person who holds an elective office in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State or local government.

(c) Any person who holds an office or position in the federal postal system or is commissioned as a special officer or deputy special officer of the United States Bureau of Indian Affairs is hereby authorized to hold concurrently therewith one position in State or local government.

(c1) Where authorized by federal law, any State or local law enforcement agency may authorize its law enforcement officers to also perform the functions of an officer under 8 U.S.C. § 1357(g) if the agency has a Memorandum of Agreement or Memorandum of Understanding for that purpose with a federal agency. State and local law enforcement officers authorized under this provision are authorized to hold any office or position with the applicable federal agency required to perform the described functions.

(c2) Repealed by Session Laws 2015-201, s. 3(b), effective August 5, 2015.

(d) The term "elective office," as used herein, shall mean any office filled by election by the people when the election is conducted by a county board of elections under the supervision of the State Board of Elections. (1971, c. 697, s. 2; 1975, c. 174; 1987, c. 427, s. 10; 2006-259, s. 24(a); 2011-31, s. 13; 2014-100, s. 14.11(b); 2015-201, s. 3(b); 2015-241, s. 14.30(u); 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)

|                       |              |
|-----------------------|--------------|
| Historic Preservation | Item IV - a. |
| Planning Board        |              |
| Board of Adjustment   |              |
| Park Board            |              |
| Tourism Authority     |              |
| Other                 |              |

## THUMBNAIL PROFILES      TALENT BANK APPLICANTS

**Michael Alden Diehl**      **Town Limits**      (252)646-9221      (11/2023)

*Appointed to TDA*

**Interested in** Planning Board Park Board

- Marine Superintendent – Duke University Marine Labs
- Bachelor's degree
- Community involvement includes Travis Manion Foundation, Team Rubicon, Tunnels to Towers, Mountain to Sea Trail Angel
- Has worked around the world, in the military and as a civilian. Has ample experience building teams and working with diverse stakeholders to meet consensus and accomplish goals.
- Desires a more active role serving the community and working with citizens to continue building on the great work that Swansboro a wonderful place.

**Gary Keroack**      **Town Limits**      (904)537-7273      (11/2023)

**Interested in** Planning Board Other

- Retired, Occasional Math Tutor
- MBA, M.A. Math Education (6-12)
- HOA Design Board Member in Florida and Halls Creek
- Special skills include meteorology, oceanography, and business administration
- Desire to volunteer his free time to become more involved in the community

**Kelley Brown**      (910)238-0191      (12/2024)

**Interested in** Tourism Authority

- Sales Manager Hampton Inn Suites
- Highschool graduate
- Member of the Military Affairs Committee, TAC Committee for Onslow County, Hospitality Committee for Onslow County. Previously recognized as the 2022 Hospitality Person of the Year, and 2021 SACC Businesswoman of the Year.
- Working in the hotel in sales provides a unique insight into what groups are coming to the area for and how to keep them returning. Knowledge includes how to attract other groups and what to do from a town standpoint to keep the area busy.
- The hotel has a special position, they are consistently involved in the community and in the growth of the town, as it advances all interest and desires to provide both to the community through participating on an advisory board.

**Ben Rupert**      **Town Limits**      (910)381-1848      (11/2023)

**Interested in** Planning Board

- Estimator with Faulconer Construction Company
- Bachelor of Science in Civil Engineering
- Served on the Town of Youngsville Planning Board
- 5 years of land development experience and 8 years of heavy civil construction
- Desires to make a sustainable impact on future land use and development in the town.

**Bryan Lowe**      **Town Limits**      (910)978-6498      (12/2023)

**Interested in** Planning Board Board of Adjustment

- Retired/Disabled Veteran
- Master of Science, Logistics Management and Black Belt Lean Six Sigma



|                       |              |
|-----------------------|--------------|
| Historic Preservation | Item IV - a. |
| Planning Board        |              |
| Board of Adjustment   |              |
| Park Board            |              |
| Tourism Authority     |              |
| Other                 |              |

- Involved with Veterans Memorial Gardens, Past president of Warrant Officer Association
- Logistics background, developed processes
- Desires to find a good use for free time

**Frank Jones**                      **Town Limits**                      (919)820-2342                      (12/2023)

Interested in **Planning Board**

- Retired
- Bachelor of Science In Mechanical Engineering
- Involved with civic groups, Jaycees & Lions
- Past professional experience in project planning & execution
- Interested in future growth of Swansboro & helping support town commissioners in evaluating proposed projects that might impact that growth

**Tim Vannoy**                      **Town Limits**                      (910)388-7124                      (12/2023) Appointed to PB

Interested in **Historic Preservation****Board of Adjustment****Park Board****Tourism Authority****Other**

- Telecom Specialist with USMC
- Some college
- Swansboro Baseball & Softball Association (SBSA) coach, helped clean up after Florence, HOA board for Halls Creek North, mows SBSA fields with own equipment
- USMC IT retired 22 years, in current job oversees construction on base, completes daily inspections and oversees contracts
- Interest is the town, believes understanding of prior jobs will bring a motivation that is needed

**Sherrie Hancock**                      **ETJ**                      (910)581-4768                      (12/2024)

appointed to PB

Interested in **Tourism Authority**

- Hospitality Service Director Hampton Inn and Suite
- Some College
- Prior TDA/Currently serves on Planning Board
- Has lived in Swansboro for 52 years. 6 generations in this area. As mention, was prior TDA member and would love to continue to serve the community by sharing thoughts and concerns.
- As her home she wants to serve the community and make it as safe and as enjoyable as it has been in the past. The town is called the “Friendly City by the Sea” for a reason and she wishes to keep it that way.

**Catherine Madison**                      **Town Limits**                      (252)764-1805                      (12/2024)

Interested in **Tourism Authority**

- General Manager Hampton Inn and Suites
- High School Education
- Military Affairs Committee
- Has worked in hospitality for 7 years under Crown Hotel and Travel Management, which has given her good prospective on what is needed to maintain and get new business coming to Swansboro. She has 3 children active in the community with dance and baseball which helps her know the market segment for youth travel.

|                       |              |
|-----------------------|--------------|
| Historic Preservation | Item IV - a. |
| Planning Board        |              |
| Board of Adjustment   |              |
| Park Board            |              |
| Tourism Authority     |              |
| Other                 |              |

-Having become more involved with the community through the Military Affairs Committee and volunteering at different events she would like to expand her horizon into helping bring more business to the town of Swansboro.

**Ryan Swanson**                      **Town Limits**                      **(862)354-2597**                      **(01/2025)**

Interested in **Planning Board****Park Board****Tourism Authority**

-COO of DFS Advertising Agency

-Some College

-Previous member of Swansboro Area Events Organization, Swansboro Area Development Foundation, Swansboro Military Affairs Committee, Swansboro Veterans Memorial Committee

-15+ years in business leadership in Swansboro, 10+ years in local property management and season tourism patterns/growth. Proven track record in tourism/local development and event management. Strong marketing and community engagement skills. Currently maintains a network of local business partnerships. Advertising agency is the agency used by the Azalea festival for the past 2 years and for 2025.

-Interested in serving TDA by having direct experience in tourism promotion and management, understands season business patterns in Swansboro. Interested in serving the Planning Board by having a proven track records of business expansion and understands the nature and necessity of careful planning for both commercial and residential. Interested in serving the Parks & Rec Board by having a history of planning large scale community and private events and understands the community needs and interests.

- Overall as a resident of Swansboro since 2007 and having a vested interest in the town growth, he is willing and strongly desires to make a positive change in our community that will benefit most and assisting with positive growth for the Town and make sure that residents and business owners are protected.

**Wayne Herbert**                      **Town Limits**                      **(910)358-7492**                      **(01/2025)**

Interested in **Planning Board**

-Aviation Plans & Policy Branch Head, MCIEAST MCB Camp Lejeune – Civil Service

-M.S. Systems Management – Naval Postgraduate School

-Previously Parks Board member, Post 78 American Legion Baseball Team Manager

-Retired USMC Lt. Col. Over 20 years' experience solving problems & taking care of Marines and their families. Formal instruction at Weapons & Tactics squadron. Extensive experience leading working groups, developing plans, and gaining consensus. Served as MCB Camp Lejeune Operations Officer for 4 years.

-Retired from Marine Corp and stayed here. Desires to be part of the dialogues around maintaining charm and history of Swansboro, managing growth, maintaining quality of life and ensuring agriculture is not consumed by development, and applying rules & references along with delivering sound recommendations to town leadership.

**Richard Galati**                      **Town Limits**                      **(859)797-4929**                      **(07/2025)**

Interested in **Planning Board****Historic Preservation****Park Board**

-Retired Executive

-MBA, BS – Accounting

|  |              |
|--|--------------|
| Historic Preservation<br>Planning Board<br>Board of Adjustment<br>Park Board<br>Tourism Authority<br>Other | Item IV - a. |
|--|--------------|

- Served on Historic Preservation Commissioner previously, currently serves as a local church minister, served as a volunteer for numerous scouting organizations across the USA.
- Career involved working with a large diversity of people across the country and the entire world.
- Wants to give back to his hometown which he loves. Grandfather, McNeely Lisk served as Mayor in the 50's-60's

**Rachelle Lovejoy**                      **Town Limits**                      **(540)664-7411**                      **(07/2025)**  
 Interested in **Planning Board****Park Board**

- HOTWORX Franchise Owner
- BS Psychology/Military Resilience/Addiction & Recovery, MSW Family-Life-Social Environment Student
- Town of Swansboro Internship – Sidewalk Project, DoDEA Special Education Advisory Board Member, At Risk Youth Development Program, Mental Health Mentor Liaison, ADA Advocacy Outreach
- Strong background in community service and nonprofit work, with a focus on accessibility and integration, and believes their experience and ongoing MSW studies in Accessibility and Inclusivity will support inclusive, compliant planning and zoning efforts that benefit Swansboro residents and visitors
- Passionate about urban development, accessibility, and inclusivity, and seeks to bring a unique perspective to the Planning Board by offering insights on development plans, alternative evaluation methods, and the specific needs of individuals with disabilities who live in or visit the Town



## Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Fire Department - Mid-Year Performance Report**

Board Meeting Date: **August 12, 2025**

Prepared By: **Jacob Randall – Fire Chief**

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

**Recommended Action:** Receive report.

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

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# Board of Commissioners Meeting

## Agenda Item Submittal

Item To Be Considered: **Request from the ONWASA Board of Directors to amend its Articles of Incorporation**

Board Meeting Date: **August 12, 2025**

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

**Overview:** The ONWASA Board of Directors is requesting that each of its member governing bodies consider an amendment to ONWASA’s Articles of Incorporation that would allow each member government the flexibility to appoint a director who is not necessarily an elected official.

The current Articles of Incorporation require that each appointed director be an elected official of the appointing government. This change would preserve each member government’s full authority in selecting its representative, while also allowing greater discretion to select individuals who possess the experience, availability, and expertise to effectively contribute to ONWASA’s governance whether those individuals hold elected office or not.

It is expected that the ONWASA Board of Directors will consider this at its November 20, 2025, meeting.

**Background Attachment(s):** Resolution 2025-R10 to Amend the Articles of Incorporation of the Onslow Water and Sewer Authority.

**Recommended Action:** Approve Resolution 2025-R10 Amendment to the ONWASA Articles of Incorporation.

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

THE TOWN OF SWANSBORO'S  
RESOLUTION 2025-R10 TO AMEND THE ARTICLES OF INCORPORATION OF  
THE ONSLOW WATER AND SEWER AUTHORITY

WHEREAS, the Onslow Water and Sewer Authority ("ONWASA") was organized by the County of Onslow, the City of Jacksonville, the Town of Swansboro, the Town of Richlands, the Town of North Topsail Beach, and the Town of Holly Ridge;

WHEREAS, ONWASA's Board of Directors consists of eight (8) directors, two appointed by the Board of Commissioners for the County of Onslow, two appointed by the City Council of the City of Jacksonville, one appointed by the Board of Commissioners of the Town of Swansboro, one appointed by the Board of Aldermen of the Town of Richlands, one appointed by the Board of Alderman of the Town of North Topsail Beach, and one appointed by the Town Council of the Town of Holly Ridge;

WHEREAS, ONWASA's Articles of Incorporation currently provide that only elected officials of the governing bodies of member political subdivisions may be appointed to the Board of Directors of ONWASA;

WHEREAS, ONWASA's Board of Directors believes that ONWASA will be better served if there was not a mandate that the Board of Directors be only comprised of elected officials, and instead allowed for the member political subdivisions to select directors without the requirement that such director be an elected official; and,

WHEREAS, the Town of Swansboro desires to amend the existing Articles of Incorporation to remove the requirement that ONWASA's directors be elected officials.

NOW, THEREFORE, BE IT RESOLVED:

The Board of Commissioners for the Town of Swansboro hereby approves that the last sentence in paragraph 6 of the Articles of Incorporation of ONWASA, which reads "Only elected officials of the governing bodies of member political subdivisions may be appointed to the Board of Directors of the Onslow Water and Sewer Authority" be deleted and removed, and that the

Mayor sign any documents necessary to amend the Articles of Incorporation of ONWASA to effectuate this removal.

This the\_\_\_\_ day of \_\_\_\_\_, 2025.

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William Justice, Mayor

ATTEST:

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Clerk to the Board



# Board of Commissioners Meeting

## Agenda Item Submittal

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

Board Meeting Date: **August 12, 2025**

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

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**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 26th

- \* Visitors Center Future Plans continued discussion (*tentative*)
- \* Presentation by Cynthia LaCorte on Beautification Efforts
- \* Monthly financial report

### October Meeting Date

28th

### September 9th or 23rd

- \* Flybridge CAMA Land Use Plan Amendment and Rezoning request (*tentative 23rd*)
- \* Monthly financial report

### Future Agenda Items

- \* Street Acceptance of Swansgate (*developer has applied*)
- \* Waterfront Access and Development Plan (*review/revision considerations*)
- \* Community Presentations (*ongoing monthly*)
- \* DOD Grant (*anticipated award date, August 12<sup>th</sup>*)
- \* EMS Plan (*ongoing*)
- \* Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- \* Senate Bill 382 Down Zoning review
- \* Visitors Center Future Plans continued discussion
- \* Onslow County Fire Contract/Strategic Planning
- \* Flybridge CAMA Land Use Plan Amendment and Rezoning request (tabled by PB to 9/2/2025 meeting)