Board of Commissioners Agenda

Town of Swansboro

Tuesday, November 24, 2026

Board Members

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

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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. August 25, 2026, Regular Meeting Minutes

b. September 9, 2026, Regular Meeting Minutes

c. Budget Ordinance Amendment #2027-6

d. Tax Refund Requests
The Onslow County Tax Collector recommends refunds of the below listed taxes totaling $124.58.
Vehicle Tax
Blade, Kassandra Leshae - $124,58 - Military

IV. Appointments/Recognitions/Presentations – *None*

V. Public Hearing – *None*

VI. Business Non-Consent

a. **Monthly Financial Report as of October 31, 2026**
Presenter: Sonia Johnson – Finance Director

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

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

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Projects Brief

b. Department Reports

X. Board Comments

XI. Closed Session

XII. Adjournment

Town of Swansboro
Board of Commissioners
August 25, 2026, Regular Meeting Minutes

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

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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 Eckendorf, the agenda as prepared and the consent item below were approved unanimously.

- Budget Ordinance Amendment #2027-2

Appointments/Recognitions/Presentations
Zoe Empowers - A Sustainable Solution
Linda Folger and Cindy Taylor provided a presentation regarding Zoe Empowers and its work supporting orphaned and vulnerable youth in Africa. Ms. Folger reviewed the history of the organization, explaining that the program was established in response to the orphan crisis created by the AIDS pandemic and utilizes a three-year, community-based model that encourages self-sufficiency rather than long-term dependence on aid. She shared information regarding the organization's success rates and discussed opportunities for local residents to become involved through future mission trips and sponsorships.

Ms. Taylor shared experiences from a recent visit to Africa, describing how program participants had established small businesses, provided for younger siblings, and improved their quality of life through training and support received from the program. Mayor Justice thanked the presenters for their efforts and noted the positive impact the organization has made throughout the communities it serves.

Business Non-Consent
Interlocal Agreement with the City of Jacksonville
Town Manager Jon Barlow presented an interlocal agreement with the City of Jacksonville for building inspection and plan review services. He explained that Jacksonville had been providing inspection services to the Town for approximately six

months while the Town operated without a full-time inspector. The proposed agreement would formalize the arrangement and provide inspection services at the inspector's hourly rate plus ten percent and mileage reimbursement. Mr. Barlow noted the arrangement was expected to provide significant operational savings while continuing to maintain service levels and inspection turnaround times.

In response to inquiries from the board, Town Manager Barlow clarified that the Town would continue evaluating long-term staffing needs while utilizing the agreement as an efficient interim solution, Jacksonville employs multiple inspectors capable of providing coverage when needed, inspection requests had continued to be handled in a timely manner during the trial period, and the same inspector currently serving Swansboro would continue as the primary point of contact. Additionally, he shared that the former inspection vehicle had been reassigned for Town use and that the agreement provided flexibility while reducing personnel and equipment costs associated with maintaining a dedicated inspection position.

On a motion by Commissioner Vannoy, seconded by Commissioner Pieratti, the Interlocal Agreement between the Town of Swansboro and the City of Jacksonville for building inspection services was unanimously approved, and the Town Manager was authorized to execute the agreement and associated documents.

Professional Services Agreement with WithersRavenel for LWCF and PARTF Grant Applications
Parks & Recreation Director Anna Stanley reviewed the proposal from WithersRavenel to prepare grant applications for the Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) programs related to future improvements at Municipal Park. The proposed scope included preparation of the grant applications, environmental review requirements, project mapping, budgeting, and development of a site-specific master plan for the park. The total contract amount was $35,200.

In response to inquiries from the Board, Director Stanley clarified the following:

- The proposed cost was greater than earlier estimates because the scope had expanded to include development of a site-specific master plan, environmental review documentation, project mapping, and supporting materials required for both grant applications.
- Project costs would be invoiced through established milestones as services were completed and that regular updates would be provided throughout the project.
- The master plan would be presented to the Board for review and consideration before finalization and would serve as a long-term planning document supporting future park improvements and grant opportunities.
- WithersRavenel has extensive experience with LWCF and PARTF grant programs and a successful history of assisting local governments with grant-funded parks and recreation projects.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the Professional Services Agreement with WithersRavenel in the amount of $35,200 for preparation of LWCF and PARTF grant applications and associated planning documents was unanimously approved, and the Town Manager was authorized to execute the agreement.

Monthly Financial Report as of July 31, 2026
Finance Director Sonia Johnson presented the monthly financial report and highlighted the following:

- General Fund revenues totaled $265,641 and expenditures totaled $713,185, resulting in a deficit of $447,544 with encumbrances included.
- General Fund expenditures represented 10.68% of the annual budget.
- The Stormwater Enterprise Fund reflected a deficit of $5,632.
- The Solid Waste Enterprise Fund reflected excess revenues over expenditures of $13,098.
- Cash and investments totaled approximately $15.4 million.
- Outstanding grants totaled approximately $12.5 million, with $7.5 million remaining available.

In response to inquiries from the board, Sonia Johnson clarified the following:

- The Emergency Operations Center grant reflected approximately $7.3 million in remaining available funding.
- The Emmerton School Repairs grant had received multiple extensions, and the current extension was anticipated to be the final extension. The grant reflected an unencumbered balance of approximately $40,500, with most remaining funds committed to project completion. Approximately $600 may remain following project closeout and could potentially be used for eligible improvements at the facility.

Commissioner Pieratti offered installation of handrails as a way to use any remaining funds from the Emmerton School repairs project.

Board of Commissioners Policy No. 12 – Samuel Bland Community Service Award
Town Clerk Alissa Fender presented Board of Commissioners Policy No. 12 regarding the Samuel Swann Bland Outstanding Community Service Award and its nomination process. Clerk Fender explained that the award was originally established in 2009 to recognize individuals who demonstrate exceptional dedication and community service to the Swansboro community. The policy had been revised in 2022, when amendments were made addressing eligibility, outreach efforts, and the addition of an annual awards reception intended to elevate the recognition. Clerk Fender requested direction from the Board on any further amendments or changes to the policy.

In response to inquiries from the board, Clerk Fender clarified the following:

- Town employees were removed from eligibility during the 2022 policy amendments to emphasize volunteer community service rather than service performed as part of compensated employment. She noted that several previous recipients had been town employees; however, at least one was recognized for service performed outside of official job duties.
- The policy does not establish a specific period of service for consideration, as recipients may be nominated based on a significant recent contribution or a broader history of community service.

Board members acknowledged that previous employee recipients had demonstrated service beyond the normal scope of their employment and that eligibility should be determined based on whether nominees meet the award criteria.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, with unanimous approval, Policy No. 12 was amended to restore eligibility for town employees to receive the Samuel Bland Community Service Award.

Clerk Fender advised the board that the amendment to the policy to reflect the Board's direction would be in the consent items for the following month.

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:

- Mullet Festival logistical preparations and contingency planning related to weather.

Public Comment

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were given.

Manager's Comments

Town Manager Jon Barlow provided several updates.

- First Citizen Bank on Main Street Extension purchased a decorative swan from the Arts Council a couple of years earlier and had it designed to promote First Citizens and reflect the bank's logo and branding. A corporate decision by First Citizens Bank determined that it would not be able to keep the swan at its location and instead donated it to the Town.
- Sidewalk Easement acquisition efforts continue, with impacted properties identified and correspondence anticipated following attorney review. Engineering

efforts remain underway, and additional funding opportunities continue to be pursued.
- Staff will review concerns regarding pavement settlements near Spoonbill Court and coordinate with ONWASA if necessary.
- Required riparian waivers have been secured for Main Street dock replacement and permitting efforts have resumed, and staff remained optimistic regarding grant deadlines and potential extensions if needed.

Board Comments

Mayor Pro Tem Conaway thanked Town Manager Barlow for clarifying the proposed agreement with Jacksonville and expressed support for restoring eligibility requirements associated with the Samuel Bland Award. He also thanked town employees for their continued service.

Commissioner Herbert provided an update regarding a potential historic preservation workshop under consideration by the Historic Preservation Commission and encouraged continued municipal participation. He also wished students and families a successful school year and thanked law enforcement personnel for their work during school opening activities.

Commissioner Vannoy congratulated Swansboro Pop Warner football on its season-opening victory and thanked the Police Department for its efforts assisting with school traffic and student safety.

Commissioner Eckendorf thanked staff for identifying opportunities to reduce costs through recent board actions. He also commended the Police Department's traffic management efforts, encouraged the Town to begin recruitment efforts for the next Town Manager, and thanked Town Manager Barlow for his service.

Commissioner Pieratti thanked residents and staff for their continued engagement and support of Town projects. She also thanked the Police Department for its increased school zone presence and expressed appreciation for Mayor Justice's ongoing service to the community.

Mayor Justice provided updates from recent regional meetings and community events, including discussions regarding transportation planning, sidewalk funding opportunities, community partnerships, and historic preservation activities. He also thanked local and regional partners for their assistance with building inspection services and community initiatives.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the meeting adjourned at 7:23 pm.

Town of Swansboro
Board of Commissioners
September 8, 2026, Regular Meeting Minutes

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

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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.

- May 26, 2026, Regular Meeting Minutes
- Board of Commissioners Policy No. 12 – Samuel Bland Community Service Award Amendment
- Budget Ordinance Amendment #2027-3

Appointments/Recognitions/Presentations
Employee Introduction & Oath of Office
Police Chief Dwayne Taylor introduced Officer James Myrick to the Mayor and Board of Commissioners and acknowledged the large group of family, friends, and supporters who had come to the meeting for the occasion. Mayor Justice administered the oath of office.

Business Non-Consent
Swansboro Mullet Festival of NC 2026 Backup Plan
Anna Stanley, Parks and Recreation Director, presented the proposed weather contingency plan for the 2026 Swansboro Mullet Festival. If weather conditions required cancellation of the scheduled event, the festival would be held on Saturday, October 17, 2026, as a condensed one-day downtown event featuring vendors and the annual mullet toss. Staff reviewed participation from the previous year's contingency event and discussed considerations related to vendor participation, event logistics, scheduling conflicts, and notification timelines.

In response to inquiries from the board, Director Stanley clarified that approximately 170 vendors were represented within the 203 reserved vendor spaces for the festival, that roughly 40 vendors participated in the previous year's contingency event, and that all registered vendors would be offered the opportunity to participate should the backup plan

be implemented. She further advised that a minimum vendor threshold could be considered and that the event footprint could be reduced if participation warranted. Staff confirmed that the proposed backup plan would focus on vendors and the mullet toss and would not include live entertainment.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf, the proposed contingency plan authorizing staff, if necessary, to hold a condensed one-day Mullet Festival in downtown Swansboro on October 17, 2026, was unanimously approved.

Future Agenda Topics

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

- Future discussion regarding succession planning for the Town Manager position

Public Comment

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were given.

Manager's Comments

Town Manager Jon Barlow provided several updates.

- The contractor for the upcoming street resurfacing project was expected to mobilize the week of September 14 due to delays associated with other projects.
- The Emmerton School renovation project was nearing completion, with exterior door restoration underway and project completion anticipated by September 30. Approximately $400 was expected to remain following project completion, with remaining grant requirements focused on project closeout.
- Soil borings at the EOC/PSB property were expected within the coming weeks as part of the design process. Staff anticipated providing additional updates regarding the project schedule and design progress at a future meeting.
- Staff and the Town Attorney were preparing a revised Heritage Center Lease agreement for future board consideration.
- Required waivers had been received and efforts were underway to restart the CAMA permitting process which was needed to continue pursing the grant for the Main Street Dock replacement. Staff anticipated seeking a grant extension during the construction phase if necessary.
- No grant decision had been received, but staff remained optimistic regarding funding opportunities through the Defense Community Infrastructure Funding (DCIF) Grant.

Board Comments

Commissioner Pieratti congratulated the new officer and commended the Fire Department for a very busy week.

Commissioner Herbert thanked everyone in attendance and watching at home and thanked the Town Manager and staff for hosting Senator Budd and other state elected officials the previous week and shared that the initial feedback was positive. He reminded the public of the Tunnel to Towers Walk/Run on Saturday, September 19 at 8:00 AM at Municipal Park, noting that registration remained open and that he would be walking.

Mayor Pro Tem Conaway also thanked the Fire Department for a difficult week. He also thanked the Salvation Army of Jacksonville and Swansboro United Methodist Church for a food distribution held that day, which served an estimated 55 to 75 vehicles, and noted that he, the Mayor, and Commissioner Pieratti helped distribute food. He reported that on Friday night he completed a five-hour ride-along with the Police Department, thanked Chief Taylor and Sergeant Hibbs, and said he came away with much greater respect for the officers. He also described the meeting with Senator Ted Budd, Senator Mike Lazzara, state and county officials, and town staff, which covered EMS, stormwater, and water and sewer concerns. He said the officials sounded sincere and that he hoped good results would follow.

Commissioner Eckendorf thanked everyone for attending and thanked staff for their hard work.

Commissioner Vannoy also praised the Fire Department's work over the weekend and the continued community support, noted that a member of the audience could attest the department.

Mayor Justice said he would volunteer with setup at the Tunnel to Towers event rather than walk or run, and credited Mary Pat for organizing it for roughly six years. He noted the Jacksonville Onslow Economic Development organization had a name change to Onslow Coastal Alliance (OCA) and looked forward to their presentation. He said he, Commissioner Conaway, and Commissioner Pieratti attended Major Caper's birthday party the previous week. He announced the upcoming Hometown Heroes event honoring all first responders and their families. He reported that the Shelby Fund was used that week for a house with 24 dogs and that an additional donation had been received. He called the meeting with Senator Budd productive, noting that municipal, county, state, and federal representatives were present. Topics included the town's aging stormwater system and a plan to improve it with grant funding, power lines, and veterans' needs, to which Senator Budd was receptive. He cautioned that the board should not get its hopes up until funding was confirmed.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the meeting adjourned at 6:35 pm.

Board of Commissioners Meeting
Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2027-6**

Board Meeting Date: **November 24, 2026**

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

Overview: A Budget Ordinance Amendment is requested for Governing Body.

1. Governing Body: Staff needs approval for the expenditure of funds to cover the Town's annual membership subscription with the Onslow Coastal Alliance for $5,220 for FY 2026/2027.

Membership provides an opportunity for the Town to remain engaged with other local organizations and participate in initiatives that support the continued growth and development of our region.

The annual membership fee is calculated at a rate of $1.35 per capita.

Source -Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2027-6

Recommended Action: Motion to approve Budget Ordinance Amendment #2027-6

Action: _____

ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 26/27

BUDGET ORDINANCE AMENDMENT #2027-6

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:

Appropriations	Increase
Governing Body	$5,220

Revenues	Increase
Appropriated Fund Balance-General Fund	$5,220

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, November 24, 2026.

_____
William Justice, Mayor

Attest:

_____
Alissa Fender, Town Clerk

Action: _____

Board of Commissioners Meeting
Agenda Item Submittal

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

Board Meeting Date: **November 24, 2026**

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

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling $124.58

Vehicle Tax

Blade, Kassandra Leshae	$124,58	Military

Background Attachment(s): None

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

Action: _____

TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF OCTOBER 31, 2026)

REVENUES

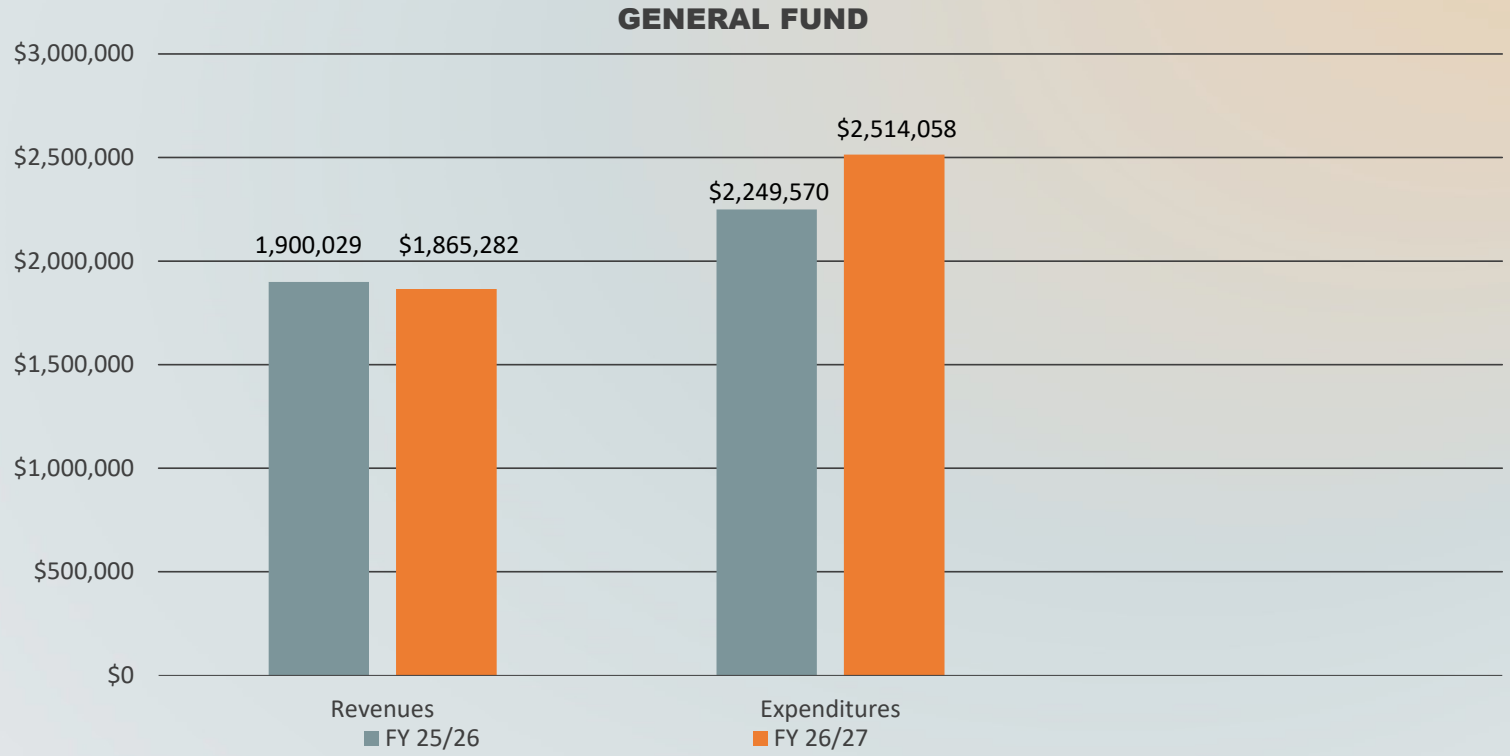
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

GRANT UPDATE

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF OCTOBER 31, 2026)



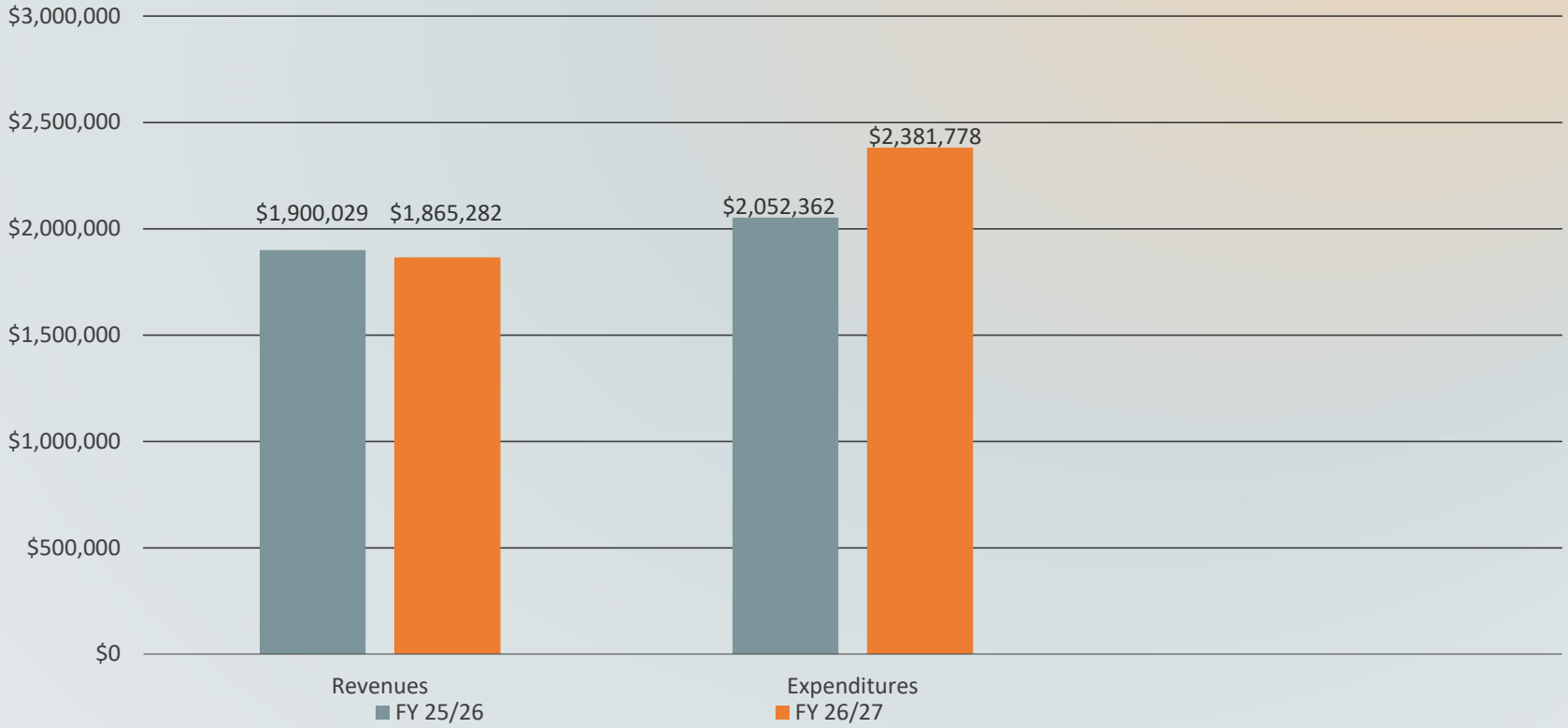
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures-($648,776)

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF OCTOBER 31, 2026)

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)

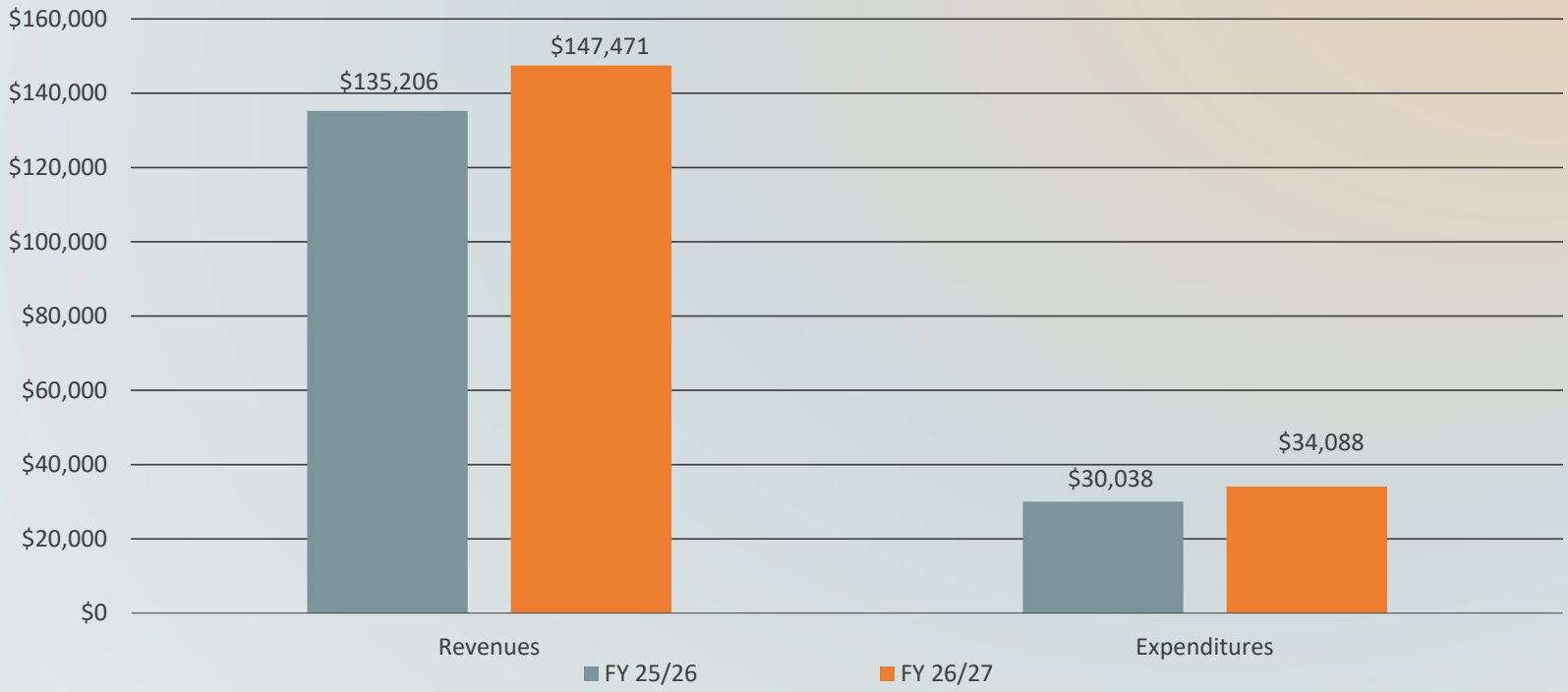
Total Excess of Revenues Over Expenditures- ($516,496)

GENERAL FUND

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % OCTOBER 31, 2026
NON DEPARTMENTAL	581,466	350,087	11,341	62.2%
GOVERNING BODY	26,379	9,821	-	37.2%
ADMIN SERVICES	484,385	167,488	45	34.6%
FINANCE	362,823	110,080	1,710	30.8%
LEGAL	59,300	8,449	-	14.2%
PUBLIC BUILDINGS	330,536	99,499	10,414	33.3%
FIRE	1,690,216	629,766	35,527	39.4%
PERMITTING	295,112	70,869	1,249	24.4%
PLANNING	98,531	25,602	-	26.0%
POLICE	1,539,353	455,411	18,812	30.8%
PUBLIC WORKS-STREETS	420,129	104,325	2,680	25.5%
POWELL BILL-STREETS	160,054	114,856	3,076	73.7%
PARKS & RECREATION	499,334	136,051	32,753	33.8%
DOWNTOWN FACILITIES	117,166	32,657	255	28.1%
FESTIVALS & EVENTS	167,826	59,009	10,687	41.5%
EMERGENCY MANAGEMENT	20,500	7,809	3,730	56.3%
TOTAL	6,853,109	2,381,778	132,280	36.68%

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF OCTOBER 31, 2026)

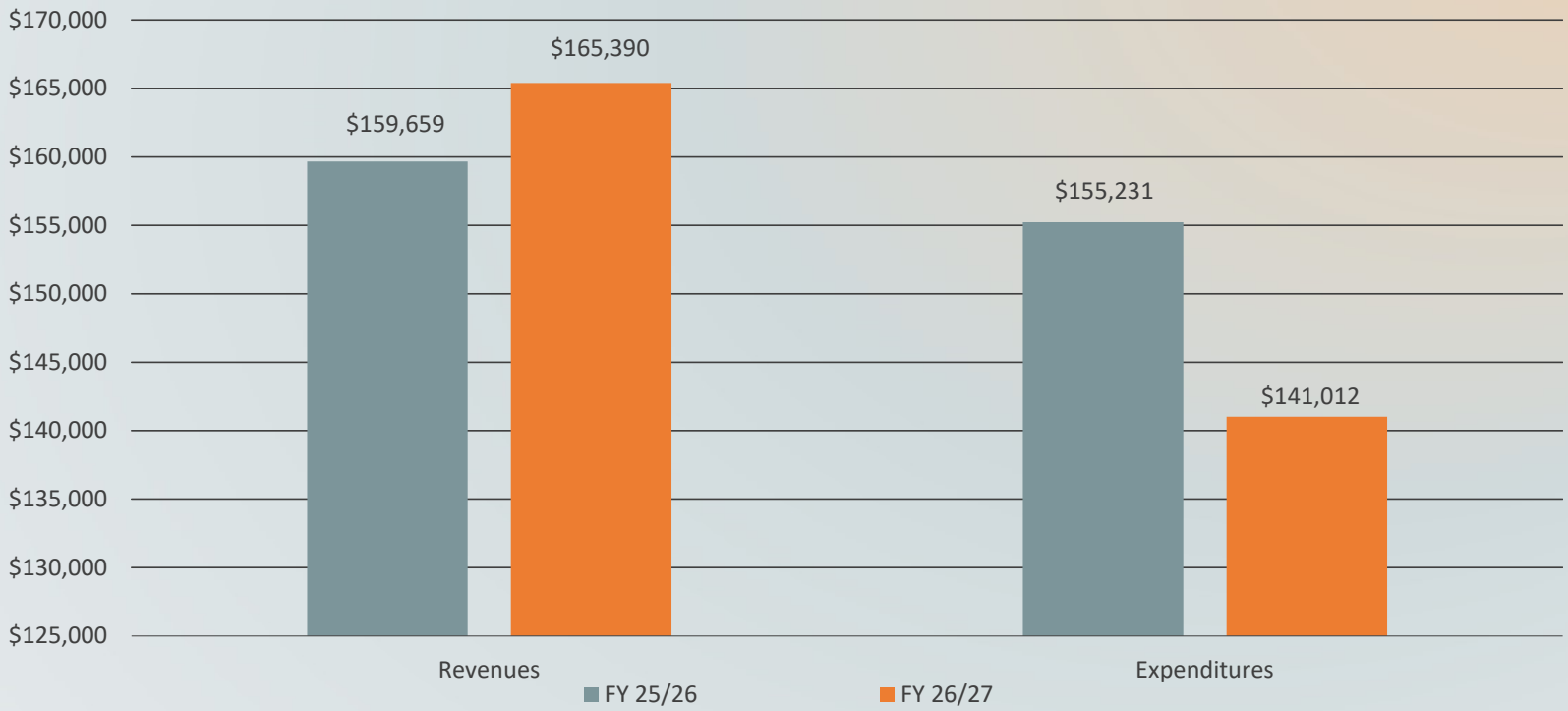
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures-$113,383

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO-YEAR COMPARISON
(AS OF OCTOBER 31, 2026)

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures- $24,378

TOWN OF SWANSBORO
LOAN REPORT
(AS OF OCTOBER 31, 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 (Paid in Full)
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 (Paid in Full)
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 OCTOBER 31, 2026)

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	$367,053	0.10%
NC CMT-General	$6,376,585	3.80%
TD Bank (SCIF Funds for EOC & Sidewalks)	$8,820,491	3.61%

GRANT UPDATE

	GRANT END DATE	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund (COMPLETED)	12/31/2026	$1,102,599	$1,102,599	$0.00	$0.00
Swansboro Bicentennial Park Boardwalk Extension (COMPLETED)	4/30/2025	$386,650	$384,314	$0.00	$2,336
Emergency Operation Center $3,000,000 $6,000,000	6/30/2027 No expiration	$9,978,449	$1,379,874	$1,199,590	$7,398,985
Emmerton School Repairs	9/30/2027	$499,000	$458,441	$0.00	$40,559
Stormwater Master Plan (COMPLETED)	12/31/2026	$400,000	$400,000	$0.00	$0.00
Main Street Dock Replacement	7/27/2027	$170,164	$14,290	$0.00	$155,874
Total Outstanding Grants		**$12,536,862**	**$3,739,518**	**$1,199,590**	**$7,597,754**

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)	Not Awarded	Brush Truck - Slip On Unit	$18,875	3/23/2026	5/15/2026 - 9/15/2026	0%
Defense Critical Infrastructure Program (Fire Dept)	Not Awarded	Public Safety Complex	$7,700,000	6/25/2026	8/11/2026	0%
Fire Prevention & Safety Grant (Fire Dept)	Not Awarded	Equipment - Fire Prevention Trailer	$289,024	6/22/2026	9/30/2026	5%
AFG Grant (Fire Dept)	Not Awarded	Equipment - Underwater ROV	$139,192	6/22/2026	9/30/2026	5%
AFG Grant (Fire Dept)	Not Awarded	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
JAG (Police Dept)	Pending Agency Review	Gear and Equipment	$25,000		N/A	0%
Land and Water Conservation	Pending Agency Review	Municipal Park Enhancement	Up To $750,000	11/2/2026	5/30/2027	50% Leverage-LWCF

FORECASTED GRANTS

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-PARTF
COPS- Technology and Equipment Program	Drafting Application	Tasers /Drone/Vehicle Equipment	$100,000		Quarter 4	0%

Any Questions

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Board of Commissioners Meeting
Agenda Item Submittal

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

Board Meeting Date: **November 24, 2026**

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

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

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

December 8th or 22nd
- Samuel Swann Bland Community Service Award
- FY 2025-2026 Audit Report
- FY 27-28 Budget Schedule
- 2026 Board Meeting Schedule Adoption
- Fee Schedule Amendment related to newly required State Building Code Regulatory Fees
- Monthly Finance Report (22nd)

Future Agenda Items
- Community Presentations *(ongoing monthly)*
- EMS Plan *(ongoing)*
- Presentation – Proposal for Heritage Center Museum in Emmerton School Building
- Senate Bill 382 Down Zoning review
- Historic Preservation enforcement
- Skatepark Update
- Town Manager replacement discussion
- Sidewalk Priorities Progress
- Boat Lift for Fire Department considerations
- UDO Text Amendments related to Fire

PROJECTS REPORT
Town Projects/Initiatives Update

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

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

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

Ten people have been identified as the committee:

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

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

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

Town of Swansboro, NC
Manager's Report

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

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

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.

- 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.

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 NCDCR 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 NCDCR 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.

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.

Town of Swansboro, NC
Manager's Report

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, sofit, 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
-$209,000	Base Bid and all Add Alternates except #5 Painting Metal Ceiling Panels
$ 105,225	Estimate of Remaining Funds for Site Drainage Improvement *

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 (ESHPF). 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.

Town of Swansboro, NC
Manager's Report

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.

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.

Town 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

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Manager's Report

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

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

- Add additional structure to the corners of three soffits where the original structure has deteriorated, attach T&G soffit boards and paint T&G soffit. ($6,083.48)
- Additional labor, materials, and equipment to replace 15 rust4d 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)
    - Total amount for this contract modification $16,866.50

April 2, 2025, Town 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, Town 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.

Town of Swansboro, NC
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July 1, 2025, Town 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, Town 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 (ESHPF) grant. Areas reviewed included procedures and documentation in the areas of conformity with the approved application, general administration, financial management, procurement, and contractors. Based on the sample program materials tested, the program files and supporting documentation that are in the Town of Swansboro's grant records are in good order.

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

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

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

December 2, 2025, Town 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.

Town of Swansboro, NC
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The required Quarterly Report for the grant was submitted on January 15, 2026

February 26, 2026, Town 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.

May 28, 2026, Town Staff, SHPO, and Triple H Carpentry met on-site 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, Town Staff, SHPO 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.

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

The required Quarterly Report for the grant was submitted on July 8, 2026.

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, Town 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.

August 6, 2026 Triple H Carpentry begun restoration of the doors using white oak, consistent with the approved restoration plan. Work is currently underway.

Town of Swansboro, NC
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August 24, 2026, Town Staff, SHPO, and Triple H Carpentry met via Teams to discuss specific repair details for all exterior doors. SHPO provided guidance regarding the repairs to ensure compliance with the Secretary of the Interior's Standards.

August 26, 2026, Town Staff, SHPO, and Triple H Carpentry met on-site to monitor the progress of the door and trim restoration. Due to unforeseen conditions related to the doors and the additional work needed to ensure compliance with the Secretary of the Interior's Standards, an extension of the contract completion date was determined to be necessary.

August 31, 2026, Contract Amendment No. 01 was executed to extend the completion date for the door and trim restoration project. The project completion date was extended from August 16, 2026, to September 16, 2026.

August 31, 2026, Amendment No. 02 granting a modification to the grant contract end date for the ESHPF Emmerton School Repairs Grant was executed. The grant contract end date was extended, and the project contract shall end no later than June 30, 2027.

September 16, 2026, Town Staff, SHPO, and Triple H Carpentry conducted a walk-through to review repairs to doors/trim and installed new doors. SHPO will provide a punch list of items that need to be addressed before final approval of the door and trim restoration can be completed.

October 7, 2026, Town staff and Triple H Carpentry conducted a walkthrough to review the items identified on the punch list provided by the State Historic Preservation Office (SHPO) following the on-site meeting held on September 16, 2026. The walkthrough focused on reviewing the outstanding items requiring attention to ensure the work aligns with SHPO's recommendations.

The required Quarterly Report for the grant was submitted on October 14, 2026.

November 4, 2026, Town staff and SHPO conducted a site walk-through to review the outstanding concerns identified during the October 7, 2026, on-site meeting with Triple H Carpentry. SHPO will provide a list of required remedial work to address the deficiencies identified in the door restoration.

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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

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- 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

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- 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, NC
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Letters seeking easements to affected property owners were distributed in October 2026 in Project Area #1. Letters to property owners in Project Areas #2-5 will be distributed in the coming weeks.

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.

NC DCM Resilient Coastal Communities Program (RCCP) Grant

The Town was eligible to apply for funding through the Resilient Coastal Communities Program (RCCP), administered by the NC Division of Coastal Management (DCM), which provides financial and technical assistance to coastal communities for resilience planning and project development. The Town has completed Phases 1–3 of the program, including receiving a $45,000 Phase 3 grant in 2022 for the design of the Water Street Drainage Improvements Project. In 2023, the Town submitted a Phase 4 construction grant application requesting $441,200; however, the project was not selected for funding.

Town of Swansboro, NC
Manager's Report

Since the previous application, the Town has completed a Stormwater Master Plan, provided additional documentation and supporting information identifying areas in need of stormwater drainage improvements. This information may strengthen a future construction funding application.

WithersRavenel has submitted a proposal in the amount of $5,000 to prepare a new RCCP grant application and update construction cost estimates for the Water Street Drainage Improvements Project. Applications for the current funding cycle are being accepted through November 10, 2026.

Municipal Park Revitalization

The Town, in coordination with its consultant, WithersRavenel, has completed the Municipal Park Master Plan following site evaluations, stakeholder engagement, public input, and project cost analysis. The Master Plan establishes a long-term vision for Municipal Park and provides a framework for future improvements and funding opportunities through the Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) grant programs.

The plan identifies several proposed improvements, including new pickleball courts, tennis court renovations, replacement of the existing tot lot, accessibility enhancements, and additional recreational amenities. Implementation recommendations and associated costs have also been incorporated to assist with future budgeting and capital planning.

The completed Master Plan, accompanying Capital Improvement Program (CIP) amendments, and adoption resolution are presented to the Board for consideration and approval. Upon adoption, the Master Plan will serve as the guiding document for future park improvements, grant applications, and capital investments.

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.

Town of Swansboro, NC
Manager's Report

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 an 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

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.

LSAII/Stormwater Mapping Grant

The LSAII/Stormwater Mapping Grant project included a comprehensive inventory and mapping of the Town's stormwater infrastructure, extensive field data collection, public outreach and stakeholder engagement, and hydraulic and hydrologic modeling to evaluate the performance of the existing stormwater system. The completed analysis identified priority drainage concerns throughout the Town, evaluated existing infrastructure, and developed conceptual improvement alternatives with planning-level cost estimates. The Master Plan also establishes a prioritized Capital Improvement Plan (CIP) to guide future stormwater improvement projects, support long-term infrastructure planning, and strengthen the Town's competitiveness for future grant funding opportunities. The final report is currently being finalized, with the Executive Summary and project close-out documents in progress.

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 August 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.

Town of Swansboro, NC
Manager's Report

- 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.
- Plans for phase 1 have been submitted and are under review.

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 issues and site work has begun.
- Construction has started and inspections have begun.
- In the final inspection phase.

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.
- Permit has been issued inspections have started to take place.

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.
        - Upfit plans have been approved. Work cannot start until shell is finished.

Town of Swansboro, NC
Manager's Report

- Permits have been issued and inspections have begun.

- **Benchmark Physical Therapy-** Upfit plans have been submitted pending approval.
  - Plans have been approved waiting on additional documentation to issue a permit.
  - Permit has been issued for upfit to take place.

Mexican Grocery 716 W Corbett Ave

- Delphi Construction has started work and inspections have begun.
- Update from business they are at a 40% completion rate.
- Building renovations have been completed as of September 10, 2026. Still working on getting equipment and health department approval before opening.
- Certificate of Occupancy has been issued and business is open.

Burger King (Renovations) 1401 W Corbett Ave

Will be submitting plans for renovation of interior and exterior of building. Footprint will remain the same at this time

Auto Zone 101 Leslie Ln

The applicant has contacted the Town to verify that the proposed signs meet Town standards.

- TRC review is pending payment.
- Comments have been issued by TRC, and a response is pending.
- Site plans have been approved waiting on building permit application submittal.

Chipotle 1102 W Corbett Ave

Payment and plans have been received for Building Plan Review. TRC (site plan review) is still pending.

- TRC plan review has taken place. Shell building plans have been approved.

Department Reports for October 2026

Administrative Services

- Phone Records Report for October: 1,977 calls

Internal – 463	Town Hall – 283	Parks and Recreation –335
Police Department – 413	Fire Department – 81	Outgoing totals – 402

- Building permits & Flood Development permits sold for October: 53 residential/commercial combined; $10,962.89 total fees collected (includes 8 re-inspections)
- 99 Building inspections scheduled/16 Fire Inspections processed
- 165 Various receipts processed
- 10 Code Enforcement Violations
    - 706 W Corbett Ave - Abandoned/Junked Vehicle
    - 622 Sabiston Dr - Unpermitted Violation
    - 1450 W Corbett Ave #4- Unpermitted Violation
    - 1468 W Corbett Ave- Unpermitted Violation
    - 105 Seashore Dr- Trash/Junk
    - 1450 W Corbett #4- Unpermitted Violation
    - 114 Forest Ln- Abandoned/ Junked Vehicle
    - 729 Phillips Dr- Abandoned/ Junked Vehicle
    - 684 W Corbett Ave- Zoning Violation
    - 729 Phillips Dr- Grass Violation
- 372 ONWASA payments processed; 3 New Services; 2 other requests
- 5 Work Orders generated for Public Works
- 6 Notarization's performed
- US Census Report Submitted - Permits
- Public Records Requests
    - Constriction on the Rise – Building Permits issued with values September 2025
    - Henderson – Building Permits issued with values September 2025
    - Carolina Permits – New Homes building in September 2025
    - Construction Monitor – Building permits issues September 2025
    - Shovels.ai – Building Permits issued with values September 2025
    - Cindy Craig – 107 Front Street permit record
    - Document Request LLC – short term rental records
- Finalized September Departments Report
- Began planning for Thanksgiving & Christmas employee celebrations
- 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.
- Mullet Festival and Parade Planning, Organizing, and Participation
- Attended after Mullet Festival Logistics Meeting
- Received and handled 3 "Contact Us" request from the Website

Department Reports for October 2026

- Received and responded to 17+/- emails from Jimmy Williams for information
- Issued New Releases/Constant Contact/Facebook posts for:
    - Mullet Parade Road Closures
    - Mullet Festival Schedule Revision Weather Related
    - Yard Waste Collection Delay
    - BrightSpeed Fiber Infrastructure Project
    - BOC 10/27/2026 regular meeting
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 1,229 Top 5 pages viewed in October:
Employment Opportunities – 415 | Permitting – 170 | Government - 170
Police – 137 | Services – 103

Finance

- Sales & Use Tax received in October 2026 is $146,206
- Accounts Payable Summary for October 2026:

183 Invoices-Totaling: $387,776
56 Purchase Orders Issued

- Processed payroll-10/2/2026, 10/16/2026, & 10/30/2026
- PEV ChargePoint Station-Accumulated (kWh) for October 2026:(541)
- Session fees collected-$163.67
- Stormwater Fees Collected-October 2026-$8,217
- Attended staff meetings.
- September 2026 Bank Reconciliation-Town accounts
- September 2026 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- HR-related items estimated at 2 hours
- Gathered financial information for 10/27/2026 regular meeting.
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Gathering financial information for annual audit FY 25/26-Town and Swansboro & Swansboro TDA
- Submitted the State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report (July 1, 2026 – September 30, 2026)
- The auditor is currently conducting the audit and drafting the financial statements. Once the draft is complete, the Finance Director will review it prior to submission to the Local Government Commission (LGC).

Fire Department

Inspection Type	Monthly	Annual

Department Reports for October 2026

Standard Fire Inspection	**6**	**64**
Initial Inspection	*4*	*37*
Reinspection {1st Revisit}	*1*	*23*
Reinspection {2nd + Revisit}	*1*	*4*
New Business Inspection	**0**	**21**
Initial Inspection	*0*	*12*
Reinspection	*0*	*8*
Fire Suppression – Hoods	**9**	**77**
Initial Inspection	*6*	*68*
Reinspection	*3*	*9*
Special Event – Tents	**1**	**4**
Foster Home	**0**	**2**
Plan Review	**4**	**15**
Code Violation/Complaint	**0**	**0**
Total	**20**	**192**

Parks and Recreation
DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- After action meeting for Independence Day Celebration held.
- Partnered with Jacksonville Onslow Sports Commission to host for Movin' Mullet Run on 3, 2026. Logistical meetings held with JOSC and Town.
- Facilitated logistical meetings with departmental staff
- Conducted several meetings to discuss contingency plans, weather related plans.

Projects-Municipal Park Revitalization

- WithersRavenel conducted environmental site review September 17, 2026.
- October 6-Presented Military Affairs Committee
- October 8-Presented to Swansboro Rotary Club

Department Reports for October 2026

- October 13, 2026- Review site master plan, documents, community meetings, and items that still needed to be completed for grant submission.
- October 21-P The Board reviewed the Municipal Park site master plan and discussed its proposed elements. The Advisory Board recommend and approved the site master plan for Municipal Park and to recommend one of the three options provided for the Municipal Park Revitalization Project.
- October 27- Presentation of the completed Municipal Park Master Plan to BOC outlining the long-term vision for Municipal Park, with consideration of accompanying CIP amendments and formal adoption of the Master Plan Report by resolution was provided. Motion to adopt Resolution 2026-R11 Swansboro Municipal Park Master Plan and CIP Amendment was approved.
- Met with consultant team several more time for final review of documents.
- LWCF Grant submitted November 2, 2026

Miscellaneous

- Hosted Regional Directors meeting at the Recreation Center.
- Hosted Tunnel 2 Towers 5K event in Swansboro Municipal Park
- 2nd Annual Barkfest held Sept 26, 2026
- Worked with Recreation Resources Services to provide advisory board training at the September 16, 2026, meeting.
- Processed special event application for Swansboro Rotary 5'O Fishing Tournament and Swansboro by Candlelight.
- Halloweenie Roast hosted in Municipal Park on October 23. New feature, Pumpkin Derby was added and was successful. Advisory Board would like to keep as featured element that they host.
- 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.

Department Reports for October 2026

- 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 9/13/2026 to 11/12/2026

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	389	108	14	0	222
Resident	36	5	8	0	23
Non-Resident	353	98	6	0	199
No Residency Set	0	0	0	0	0
			Demographics		
< 18	69	1	0	0	23
18 - 65	226	86	8	0	174
65+	94	16	6	0	25
Male	169	69	4	0	111
Female	220	34	10	0	111
Other Genders	0	0	0	0	0
			Online vs In-House		
Online	103	0	0	N/A	87
In-Person	286	103	14	N/A	135

Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	20,248	261,300	38,900	2,600	14,050	229
Facebook-Festivals	9,470	23,968	2,300	752	2,296	17

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Department Reports for October 2026

Revenue

September

Slip Fee - Town Dock	$1,514
Rental Fees-Parks	$605
Rentals Rooms	$1,230
Rec Program Fees	$793.32
Gym Memberships	$295
Dog Park Memberships	$15
Festival Vendor Fees	$215

October

Slip Fee - Town Dock	$4,489
Rental Fees-Parks	$495
Rentals Rooms	$1,315
Rec Program Fees	$1,835
Gym Memberships	$200
Dog Park Memberships	$15
Festival Vendor Fees	$16,711

DECEMBER PROGRAMS

Christmas Wreath | December 1

Kick off the holiday season with a festive evening of crafting! Create your own Christmas wreath to display at home and add a little holiday cheer to your decorations.

Frost & Foam Christmas Mug | December 3

Get creative and decorate your own Christmas mug using festive foam, glitter, and charms. Whether you keep it for yourself or give it as a gift, it's the perfect way to get into the holiday spirit!

SantaFest | December 5

SantaFest is BACK! Join us at the Swansboro Recreation Center for a morning of holiday magic featuring pictures with Santa and Mrs. Claus, a hot cocoa and popcorn bar, festive crafts, games, and the return of our Candy Cane Hunt! Bring the whole family and enjoy a morning full of holiday fun.

Christmas Exchange | December 9

Share a little holiday sweetness at our Christmas Exchange! Bring your favorite holiday cookies and exchange festive mugs while enjoying a fun evening of treats, fellowship, and holiday cheer.

Holly Jolly Sprouts & Merry Little Trekkers | December 11 & 18

Our youngest participants have some holiday fun of their own planned! Join us for festive crafts, sensory activities, games, and snacks designed especially for little ones.

Department Reports for October 2026

Ugly Sweater Pickleball Smash | December 18
It's time to bring out your ugliest holiday sweater! Join us for a festive pickleball event filled with friendly competition, holiday spirit, and fun on the court.

Permitting

Planning Board

- The Planning board regular meeting was on October 6, 2026.
    - Employee introduction of Michael Tata.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission's regular meeting was on October 20, 2026.
    - Certificate of Appropriateness 2026-05 for alterations to accessory structures and property at 211 Elm Street.
    - After the Fact Fees schedule findings report given per board request.
    - Minor Work/Staff Approval Application Report September-October.

Board of Adjustment

- The Board of Adjustment Special meeting was held on October 29, 2026.
    - Request for Variance at 1409 W Corbett Avenue. The request aimed to permit a commercial sign that exceeds the maximum permitted size allowed under the current sign regulations

Routine Activities:

- Discussed UDO requirements with new commercial developments.
- Continued working with development and zoning inquiries.
- Continued resolving code enforcement issues.
- Continued assisting the Projects Coordinator with ongoing grant projects.
    - Continued work with ongoing Emmerton School rehabilitation.
- Reviewed and approved zoning and floodplain development permits.
- Attended Mullet Festival Parade to assist in logistics and parade coordination.
- Attended Floodplain Administrators Workshop (NC-FPA-101) in pursuance of CFM Certification
- Attended Resilient Coastal Communities Program (RCCP) Phase 3 &4 Applicant Webinar.

Police Department

Patrol:

- 592 Calls for Service
- 196 Reportable Events
- 27 Wrecks
- 1 Felony Arrest
- 13 Misdemeanor Arrests

Department Reports for October 2026

- 5 Arrests by warrant Service
- 5 DWI Arrests
- 11 Arrests with Transport to the Onslow County Detention Center
- 54 Citations
- 87 Verbal/Written Warnings
- 11 Felonies Investigated (3-Fraud; 2-Obtaining Property by False Pretense; 1-Sex Offense; 1-Forgery; 1-Larceny; 1-Break & Enter; 1-Extortion; 1-Flee to Elude)
- 25 Misdemeanors Reported (6-Larcenies; 8-Property Damage; 3-Assaults; 2-Trespassing; 2-Harassment; 1-Resist Public Officer; 1-Affray; 1-Hit & Run; 1-Traffic Related)
- 9 Disputes/Public Disturbances
- 6 Alarm/Open Door
- 5 Crisis Intervention with Mental Subject
- 11 Domestics
- 1 Death Investigation
- 2 Drug Overdoses
- 36 Suspicious Incident/Person/Vehicle
- 7 Vehicle Unlocks
- 1 Town Ordinance Violations
- 114 Requests by Other Agencies for Assistance
- 116 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 1 Funeral Escort
- 9 Requests for Fingerprinting
- 22 Business Closing Standbys
- 295 Business Checks
- 10 Residence Checks
- 2 RU Ok? Participants
- Provided security for One Harbor Church Sunday Service
- Provided security for the First Baptist Church Sunday Service
- Provided security at the Annual Mullet Festival.
- Participated in Halloweenie Roast held at the Municipal Park.
- Participated in Trunk-or-Treat held at Marine Federal Credit Union.
- Participated in Trunk-or-Treat held at Hammocks Beach State Park.
- Participated in Trunk-or-Treat held at Seaside Masonic Lodge.
- Officer Thompson completed Field Training Officer training held at Carteret Community College.
- Officer Thompson completed First Line Supervisor training held at Carteret Community College.

Department Reports for October 2026

Admin Services:

- Answered 305 phone calls during business hours.
- Assisted 107 walk-in requests for assistance during business hours.
- Took 59 requests for report copies during business hours.

Public Works

No report provided