

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

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

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

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

**Public Comment**

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

**Adoption of Agenda and Consent Items**

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

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

**Public Hearing**

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

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

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

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

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

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

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

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

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

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

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

The public hearing was closed at 6:26 pm.

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

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

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

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

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

### **Business Non-Consent**

#### *Future Agenda Topics*

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

### **Public Comment**

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

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

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

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

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

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

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

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

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

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

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

### **Manager's Comments**

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

### **Board Comments**

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

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

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

### **Closed Session**

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

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

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

### **Adjournment**

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

# Regular Meeting June 10, 2025



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1. Please turn cell phones to "off" or "vibrate".

2. The Board offers the public three opportunities to speak during the meeting:

A comment period is offered at the beginning and end of the meeting. Please note that a separate opportunity is provided for those items requiring a public hearing.

Public Hearing(s) – There are 3 public hearings scheduled for this meeting.

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# PUBLIC COMMENT

Citizen opportunity to address the Board for items listed on the agenda.

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# AGENDA AND CONSENT ITEMS

**Action Needed:** *Motion to Adopt the Agenda as prepared (or amended) and approval of the Consent Items*

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# PUBLIC HEARING

## Extra Territorial Jurisdiction Expansion/Re-zoning Request for 106 Belgrade Swansboro Road

JOED, on behalf of property owner Linda Odum, has submitted an extra territorial jurisdiction (ETJ) expansion request in conjunction with a rezoning request. The property is currently zoned RA (through Onslow County zoning) and is requesting to be rezoned to B-1 (Highway Business) along the front of the property and MI (Light Industrial) along the rear (through Town of Swansboro zoning). The property is further identified as tax parcel ID 1313-3 and the total acreage requested is +/- 15.797 acres.

### ***Recommended Action:***

- 1. Hold a public hearing;***
- 2. Motion to approve or deny Ordinance 2025-05 for extra territorial jurisdiction expansion and re-zoning request from RA (Rural/Agricultural) to B-1 (Highway Business) along the front of parcel and MI (Light Industrial) to the back of the parcel for 106 Belgrade Swansboro Road.***

**Presenter: Rebecca Brehmer CFM, CZO – Town Planner**

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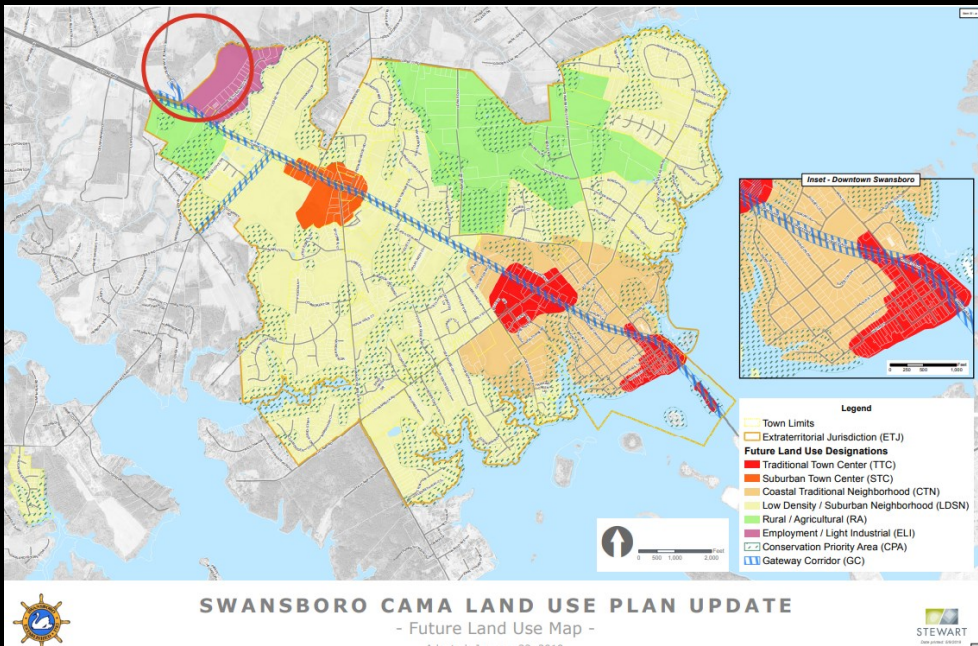
## SITE MAP



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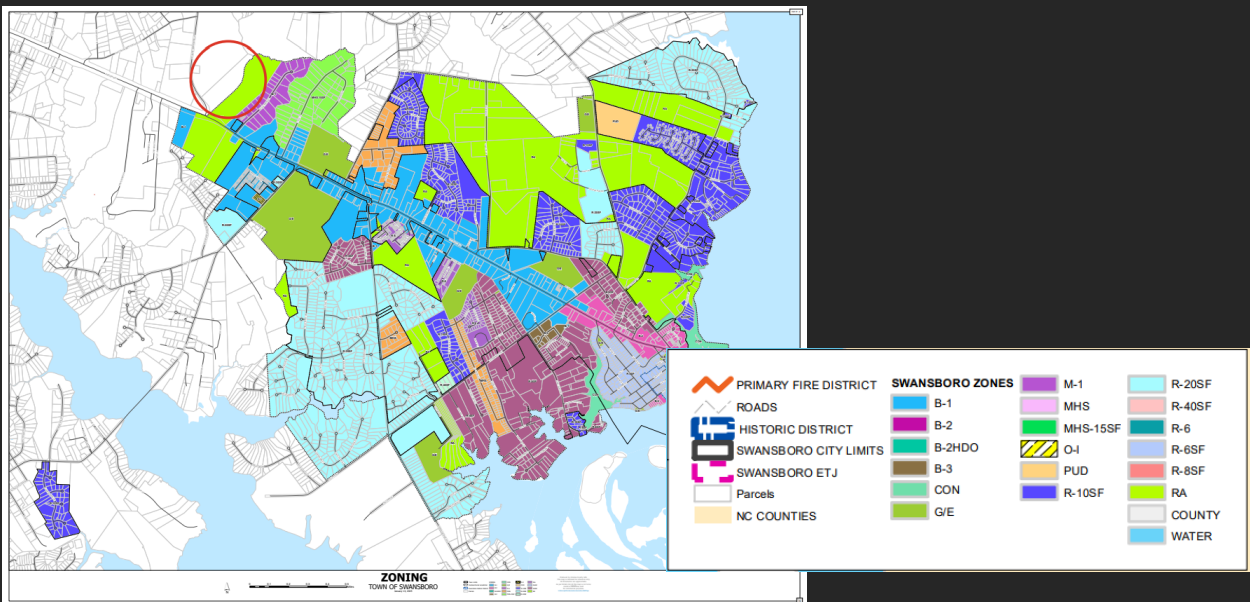


# CAMA FUTURE LAND USE PLAN



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# ZONING MAP



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# PUBLIC HEARING

## Re-zoning Request/1476 W. Corbett Avenue

JOED, on behalf of property owner John Howell, has submitted a rezoning request for 1476 W. Corbett Avenue from RA (Rural/Agricultural) to B-1 (Highway Business) in the front of the property to MI (Light Industrial) in the rear of the property. The property is further identified as tax parcel ID 1312-114 and the total acreage requested for rezoning is +/- 30.880 acres.

### ***Recommended Action:***

1. Hold a public hearing;
2. Motion to approve or deny Ordinance 2025-06 to rezone 1476 W. Corbett Avenue from RA (Rural/Agricultural) to B-1 (Highway Business) along the front of the parcel and MI (Light Industrial) along the back of the parcel.

**Presenter: Rebecca Behmer, CFM, CZO– Town Planner**

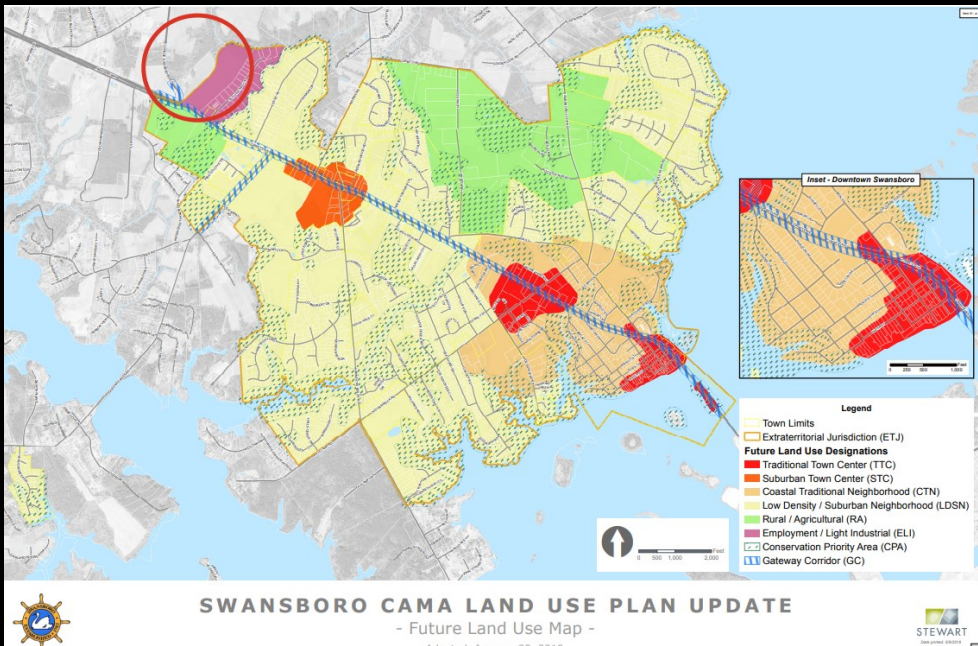
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## SITE MAP



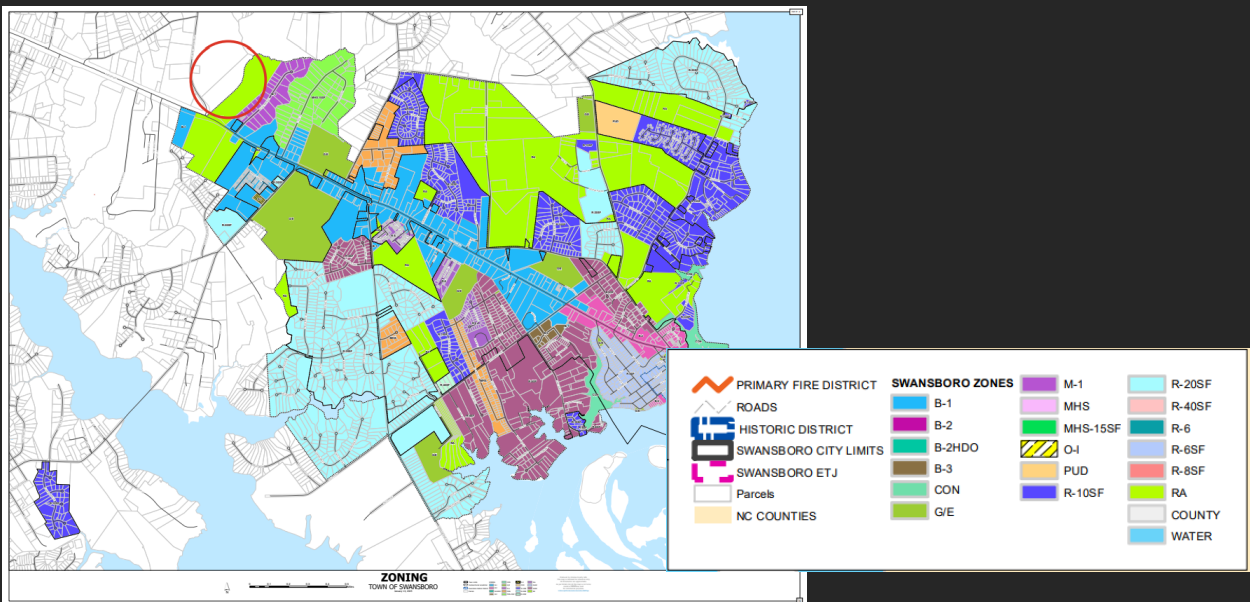
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# CAMA FUTURE LAND USE PLAN



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# ZONING MAP



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# PUBLIC HEARING

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

The FY 2025/2026 Annual Budget is presented following discussions at several work sessions with the Board of Commissioners. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2025/2026.

### ***Recommended Action:***

- 1. Hold a public hearing;*
- 2. Motion to adopt FY 2025/2026 Budget Ordinance, Tax Rate (\$0.35/\$100), Stormwater Ordinance Fee Schedule, and Salary Schedules*

**Presenter: Rebecca Behmer, CFM, CZO– Town Planner**

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## Town of Swansboro

### FY 25/26 Budget



Public Hearing  
June 10, 2025

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Budget  
Highlights  
FY 25/26

**Significant Influence on the overall budget.**

- 1.5% COLA & 1.5% Merit (FICA & Retirement included)
- NC Orbit Retirement: Increase .75 basis points
- NCLM Property & Casualty 10% rate increases predicted
- NCLM Workers Comp 10% rate increases predicted
- BCBS Group Health Insurance 15% decrease due to a one-time credit.
- VFIS Insurance-Fire-\$12,288
- Land Use Update-\$50,000
- Elections-\$15,000
- UDO Amendments-\$5,000
- Parks & Recreation-Part Time-\$16,000
- Non-capital Outlay-\$24,098
- Public Safety Salary Increase-\$135,888
- Capital Outlay \$104,000
  - Police Vehicles-(2)-Funded using Loan Proceeds*
- Capital Projects-\$900,000
  - New sidewalk construction-\$500,000-Funded using Grant Funding*
  - Pickleball Court-\$150,000-Assigned Fund Balance*
  - Project Coffee-\$250,000-Assigned Fund Balance*

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The Proposed Budget is balanced with \$634,672 appropriation from fund balance for items requested by the Board of Commissioners.

Budget  
Highlights  
FY 25/26

- Pickleball Court: \$150,000
- Project Coffee: \$250,000 (Loan)
- Subsequent Year's Expenditures: \$234,672

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### **Major budget requests that were unfunded: \$699,960**

#### **Budget Highlights FY 25/26**

- Recreation Coordinator: \$56,025
- Dock Attendants (2): \$20,884
- Firefighter II (3): \$213,513
- Fire Administrative Lieutenant Accreditation: \$38,678  
*January 1, 2026-June 30, 2026*
- Firefighter-Skill Bridge Program: \$5,301  
*June 2026*
- New Department: Emergency Medical Services: \$365,559

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### **Capital Outlay Unfunded-\$659,500**

#### **Budget Highlights FY 25/26**

- Extrication Equipment: \$56,000
- Radios-Fire Department: \$18,500
- Treadmill: \$6,000
- Municipal Tot Lot: \$50,000

#### **Funding with Loan Proceeds**

- Replacement Boat/Equipment: \$51,500
- Brush Truck-\$125,000
- Utility Truck/Quick Response/ Vehicle/Equipment/Monitors-\$120,500
- Deployment Ready Trailer with Dams-\$232,000

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**Capital Improvement set aside that were unfunded: \$260,000****Budget  
Highlights  
FY 25/26**

- Fire: \$200,000
  - Apparatus: \$150,000
  - Equipment: \$50,000
- Emergency Management: \$15,000
- Parks & Recreation: \$45,000
  - Property Acquisition: 25,000
  - Waterfront Implementation: 10,000
  - Tennis Court Resurfacing: 10,000

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**TAX PER CENT****.01 = \$73,480 (100% Collection)****.01 = \$72,554 (98.74% Collection)**

- Current Tax Rate = 35 cents/\$100

**NCGS 159-13(b)(6)**—The estimated percentage of collection of property taxes shall not be greater than the percentage of the levy actually realized in cash as of June 30 during the preceding fiscal year. For purposes of the calculation under this subdivision only, the levy for the registered motor vehicle tax under Article 22A of Chapter 105 of the General Statutes shall be based on the nine-month period ending March 31 of the preceding fiscal year, and the collections realized in cash with respect to this levy shall be based on the 12-month period ending June 30 of the preceding fiscal year.

- **No change projected in proposed budget**

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## General Fund

FY 25/26  
Revenues

Ad Valorem Tax	\$2,539,378
Ad Valorem Tax prior years	\$10,000
Penalties and Interest	\$3,500
Sales and Use Tax	\$1,550,000
Powell Bill Funds	\$126,626
County Funding (Fire)	\$491,847
County Funding (\$.03 Cent Property Tax)	\$205,000
Utility Franchise Taxes	\$235,000
Building Permit Fees	\$92,815
ABC Distribution	\$60,000
Beer & Wine Tax	\$14,000
Investment Earnings/GF	\$168,782
ONWASA Satellite Office Payment	\$35,000
Rental Fees/Leases	\$36,500
Festivals & Events	\$80,000
Appropriated Fund Balance	\$634,672
Other Revenues	\$959,334
<b>Total General Fund Revenues</b>	<b>\$7,242,454</b>

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## General Fund

FY 24/25  
Expenditures

Governing Body	\$297,004
Administrative Services	\$445,135
Finance	\$337,748
Legal	\$59,300
Public Buildings	\$288,335
Fire Department	\$1,607,343
Permitting	\$301,128
Planning	\$142,066
Police Department	\$1,429,971
Streets Municipal	\$840,983
Streets State Aid	\$126,580
Parks & Recreation	\$566,367
Downtown Facilities	\$94,981
Emergency Management	\$12,000
Festivals & Events	\$154,689
Non-Departmental	\$538,824
<b>Total General Fund Expenditures</b>	<b>\$7,242,454</b>

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TOWN OF SWANSBORO  
FY 2024-2025 BUDGET  
  
GENERAL FUND  
FUND BALANCE ANALYSIS – 5 YEAR TREND

	RESTRICTED	ASSIGNED-APPROPRIATED FOR THE NEXT YEAR	UNASSIGNED	TOTAL
FY 2019-2020	\$358,110	\$378,472	\$2,229,423	\$2,966,005
FY 2020-2021	\$551,332	\$249,260	\$2,432,008	\$3,232,600
FY 2021-2022	\$494,335	\$ -0-	\$2,976,642	\$3,470,977
FY 2022-2023	\$372,002	\$385,883	\$3,557,332	\$4,316,557
FY 2023-2024	\$486,698	\$723,569	\$3,852,321	\$5,062,588
<b>FY 2024-2025 *</b> <small>* ESTIMATED BALANCE AS OF JUNE 30, 2025</small>	<b>\$400,000</b>	<b>\$634,672</b>	<b>\$3,220,767</b>	<b>\$4,255,439</b>

\* Projected balance as of June 30, 2025

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**Stormwater Enterprise Fund  
FY 25/26**

Revenues \$157,574

Expenditures \$157,574

**No rate change proposed in FY 25/26**

**Note:**  
**The credit for one month if payments were made in advance of quarterly installments (i.e. lump sum for total annual fee during the first billing in July) for both commercial and residential parcels has been discontinued.**

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## Solid Waste Enterprise Fund FY 25/26

Revenues \$477,354

Expenditures \$477,354


**No rate change proposed in FY 25/26**

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### Current Debt Summary

<u>Purpose</u>	<u>Principal Balance</u>	<u>Annual Payment</u>	<u>Payoff Date</u>	<u>Interest Rate</u>	<u>Term</u>
Town Hall/Tanker	\$241,087	\$84,724	3/21/28	2.69	15
Fire Truck	\$92,139	\$47,512	11/01/26	2.08	10
Sleeping Qtrs.	\$50,000	\$29,860	12/14/26	2.43	10
Vehicles (Police & Fire Department) & Software	\$22,955	\$23,377	7/15/2026	1.84	5
Cab Tractor/Dump Truck	\$208,276	\$58,491	4/3/2029	4.82	5
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$570,000	\$129,183	12/31/2029	4.40	5
<b>Total Debt</b>	<b>\$1,184,457</b>	<b>\$373,147</b>			

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Questions/comments

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## NEW BUSINESS/NON-CONSENT

### Future Agenda Items

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.

***Action Needed:*** Discuss and provide any guidance.

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

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# PUBLIC COMMENT

Citizen opportunity to address the Board.

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# MANAGER'S COMMENTS

Town Manager  
Jonathan Barlow

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## BOARD COMMENTS

Mayor William Justice  
Mayor Pro Tem Jeffrey Conaway  
Commissioner Douglas Eckendorf  
Commissioner Joseph Brown  
Commissioner Patricia Turner  
Commissioner Tamara Pieratti

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## CLOSED SESSION

*Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.*

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ADJOURN