

**Town of Swansboro
Board of Commissioners
November 25, 2025, Regular Meeting Minutes**

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

Call to Order/Opening Prayer/Pledge

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

Mayor Justice took the opportunity to recognize several individuals in attendance. He acknowledged former commissioners Laurent Meilleur and Junior Freeman, as well as future commissioners Wayne Herbert and Tim Vannoy, and thanked them for their past and future service to the town.

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 Mayor Pro Tem Conaway, seconded by Commissioner Turner, the consent items below and the agenda as presented were unanimously approved.

- September 23, 2025, Regular Meeting Minutes
- October 9, 2025, Special Meeting Minutes
- October 9, 2025, Closed Session Minutes
- Tax Refund Requests
- Amended Audit Contract with Gregory T. Redman, CPA (July 1, 2024, through June 30, 2025)

Appointments/Recognitions/Presentations

Recognition of Fire Engineer Stalin Germosen

Fire Chief Jacob Randall presented Stalin Germosen with the Follow the Footsteps award, which was typically given during the Tunnel to Towers 5K run in honor of FDNY firefighter Steven Siller. Mr. Germosen missed the event due to scheduling conflicts. Chief Randall praised Germosen for his service in the Swansboro Fire Department and his role as a full-time fire captain at Camp Lejeune. Germosen's commitment, guidance to fellow firefighters, and selfless sacrifices demonstrate leadership and loyalty, embodying Siller's values.

Employee Introduction and Oath of Office

Police Chief Dwayne Taylor introduced two new officers, Daniel Gregor and Steven Ferguson. Gregor, an active reserve Marine Corps Captain, and Ferguson, a local resident whose family was raised in Swansboro. Mayor Justice administered the oath of office to both officers.

Recognition of Outgoing Board Members

Town Manager Jon Barlow recognized outgoing commissioners Pat Turner and Joe Brown for their dedication. Joe was elected in December 2023, having served previously on the Planning Board and Travel and Tourism Development Authority. Pat served on the Planning Board from 1999 to 2013, joined the Town Board of Commissioners until 2023, and returned for an unexpired term until 2025. Barlow humorously remarked on the "low stress and high pay," highlighting their actual contributions. He praised them for thoughtful questioning, aiding in effective decisions, and noted their involvement in 59 major actions like zoning, grant applications, and budget management. Notable achievements were infrastructure improvements, public safety, and ARP fund utilization.

Town Clerk Alissa Fender presented gifts to the outgoing commissioners which was a swan statue that included an inscription of their terms. She expressed that it had been a pleasure to serve as their clerk.

Commissioner Brown took a moment to extend his heartfelt gratitude to the staff for the invaluable support they provided throughout his term. He emphasized their professionalism and dedication in addressing various challenges that the town faced, acknowledging the crucial role they played in his tenure. Although he admitted to occasionally having disagreements with Manager Barlow, he shared his appreciation for Barlow's persistent efforts and commitment to enhancing the town. Commissioner Brown expressed his deep gratitude to the town's residents for their trust and the privilege of serving them as a commissioner. He warmly invited anyone who might encounter him in public to stop and engage in conversation.

Commissioner Turner expressed gratitude to town staff for making her job easier by answering questions and being supportive. She thanked regular attendees at meetings and expressed her love for Swansboro as a great place to live. Commissioner Turner encouraged continued participation and feedback from citizens. She shared her appreciation to her fellow commissioners, acknowledging disagreements but emphasizing the importance of listening and moving forward after decisions. She looked forward to time off after serving since 1999, assured no regrets, and found it very

rewarding. Additionally, she congratulated the future commissioners, Tim Vannoy and Wayne Herbert, wishing them success in keeping Swansboro great.

Board members expressed their deep appreciation for the service of the outgoing commissioners, highlighting their professionalism, integrity, and the friendships formed during their tenure. They praised one commissioner for their graciousness and long-term commitment and the other for their boldness and dedication to doing the right thing, sharing experiences that forged strong connections. The board noted that any disagreements were handled with civility and professionalism, respecting differing perspectives. They appreciated the positive and productive dynamics brought to the board and shared that they would miss their contributions.

Business Non-Consent

Monthly Financial Report as of October 31, 2025

Finance Director Sonia Johnson presented the October 2025 financial report. She highlighted the following points:

- The General Fund showed a deficit of \$310,528, which was expected to change with upcoming ad valorem tax revenue reflected in next month's report; the actual current deficit stands at \$195,928.
- Total expenditures were at 30.17% of the budget, which was 3.15% below the monthly projection.
- Stormwater Enterprise Fund showed an excess of revenue over expenditures of \$104,405, with collections estimated at 91.85% for the year, although a lack of a Public Works Director delayed repairs.
- Solid Waste Enterprise Fund showed an excess of revenues over expenditures of \$27,091, noting that the figures presented could change when existing pending invoices were processed and reflected in a future report, which could provide a more accurate picture of the fund's financial standing.

Overall, town debt, loan balances, and cash/investment accounts remain unchanged from the prior month. A grant update was provided showing unencumbered balances,

Mayor Pro Ten Conaway commented about the \$250,000 listed under the governing body budget, earmarked for Project Coffee, stating that he heard it might be a dead deal and suggested that if it was indeed dead, the funds needed to be reallocated.

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:

- The December 23, 2025, Regular meeting was canceled with items scheduled for that meeting moved to the first meeting in January
- Discussion on status of established committees
 - o EOC Site Selection Committee
 - o Swimming Pool Committee

Public Comment

Linda Thornley of 104 Elizabeth Avenue praised Pat Turner, calling her a community symbol for her 26 years of service. She humorously claimed credit for Commissioner Brown and Mayor Pro Tem Conaway getting along due to her putting them in the dunk tank and invited Joe back for Military Appreciation Day. Mrs. Thornley announced the Military Affairs Committee's Veterans Dinner at the Rotary Civic Center was scheduled for December 11th, expecting around 200 attendees, and extended an invitation to attend to the board. She also shared that a TDA grant workshop was planned for January or February and promised updates on it.

Manager's Comments

Town Manager Jon Barlow had several updates to share.

- The panic button and security camera installation at Town Hall were completed and went live.
- The Progress Energy pole and line replacement project was ongoing, with no significant service interruptions reported. The project covered the entire service district served by the Belgrade-Swansboro substation and was expected to continue through spring and summer.
- The tree lighting event went well, with growing attendance each year and favorable weather.
- The Flotilla was scheduled for Friday, November 28th. Streets would be closed, and parking shuttles would be provided from Ward Farm. Entire Town Hall parking lot would be handicap parking.
- Town Hall would be closed for Thanksgiving on November 27th and 28th, and also on December 25th and 26th for Christmas.

Board Comments

Commissioner Turner once more thanked the staff and citizens attending meetings. She encouraged continual attendance and sharing of opinions to maintain Swansboro's progress. She appreciated the board's efforts and offered her assistance at town hall if needed.

Mayor Pro Tem Conaway thanked the staff for their accurate information and addressed the advisory boards. He urged chairmen to track attendance, and to report when members were missing multiple meetings. He requested this info be emailed to him, Bill, or any board members. He welcomed the new police officers and congratulated Mr. Germosen on his recognition.

Commissioner Eckendorf wished everyone safe holidays and addressed the police and fire chiefs about the increase in sirens lately. He praised the fire department for their training on Old Hammocks Beach Road and mentioned a recent incident in Hubert where multiple departments responded. He emphasized the dedication of first responders, especially during the busy holiday travel season, noting traffic had already begun to build up and encouraged patience and courtesy on the roads.

Commissioner Brown expressed that he had been remiss in not publicly congratulating Wayne Herbert and Tim Vannoy on their election as future commissioners. He conveyed his hopes that they would enjoy their time in office as much as he had, highlighting the exceptional staff they would have supporting them. He assured them that the staff would back them in all of their endeavors and help keep them on the right path.

Commissioner Pieratti thanked everyone for coming out, congratulated the new police officers and the firefighter on his well-deserved award. She thanked the town staff as always for doing a great job and wished everyone safe holidays. She also congratulated Tim Vannoy and Wayne Herbert.

Mayor Justice wished everyone a safe and happy Thanksgiving and thanked the citizens for attending the meeting. He expressed gratitude to town staff and departments, highlighting Public Works for their holiday decorations. He anticipated good working relationships with the new board, similar to the past, praising his collaboration with Mayor Pro Tem Conaway. Mayor Justice recommended commissioners provide summaries of any meetings they attend as commissioners, sharing his recent attendance at a JOED meeting. He reviewed that JOED was going through a reorganization, with the county helping to work with them over the next three years to find a new director and help fund some initiatives. He confirmed JOED was still viable and would probably work with the town on future projects. He reiterated his appreciation for Joe and Pat, noting it was a pleasure working with them and he would miss them.

Closed Session

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, and with unanimous approval the board entered closed session pursuant to N.C.G.S. 143-318.11 (a) (2) to review 2025 Sam Bland Award nominations; and (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client

privilege between the attorney and the public body, which privilege was hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

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

Mayor Justice reported that the Board had decided to enter into an agreement or an offer to purchase between MIAS Real Estate and the Town of Swansboro for 5 acres of property on Main Street Extension, subject to the review of legal terms and approved by both parties' attorneys, with a purchase price of \$1,300,000.

On a motion by Commissioner Brown, seconded by Commissioner Pieratti, authorization to enter into an agreement or an offer to purchase between MIAS Real Estate and the Town of Swansboro for 5 acres of property on Main Street Extension was unanimously approved.

Adjournment

On a motion by Commissioner Brown, seconded by Commissioner Pieratti, the meeting adjourned at 7:39 pm.

Regular Meeting November 25, 2025



1

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 0 public hearings scheduled for this meeting.

2

PUBLIC COMMENT

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

3

AGENDA AND CONSENT ITEMS

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

4

Recognition of Fire Engineer Stalin Germosen

Presenter: Jacob Randall – Fire Chief

5

Employee Introduction and oath of office

Presenter: Dwayne Taylor– Police Chief & Mayor William Justice

6

Recognition of Outgoing Board Members

Presenter: Jon Barlow— Town Manager

7

NEW BUSINESS/NON-CONSENT

Financial Report

Presenter: Sonia Johnson – Finance Director

8

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF OCTOBER 31, 2025)**

REVENUES

EXPENDITURES

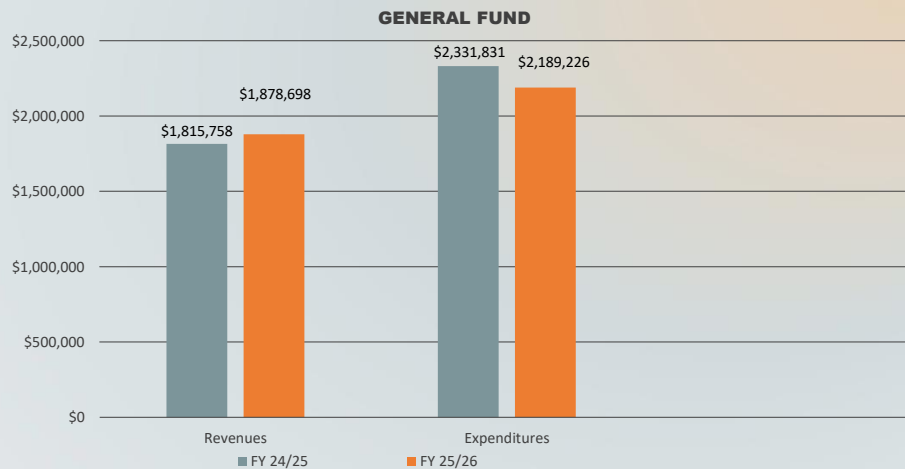
LOAN PAYMENTS

INVESTMENTS

GRANT UPDATE

9

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2025)**



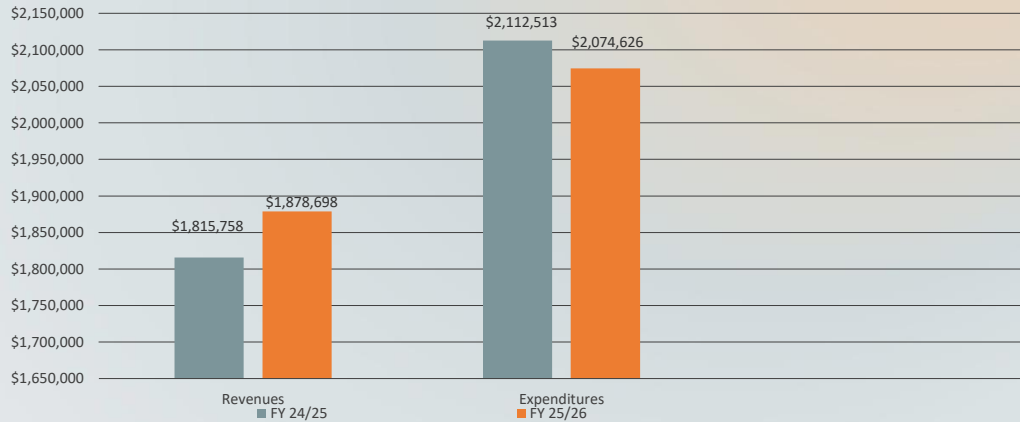
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures - **(\$310,528)**

10

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2025)**

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures -(\$195,928)

11

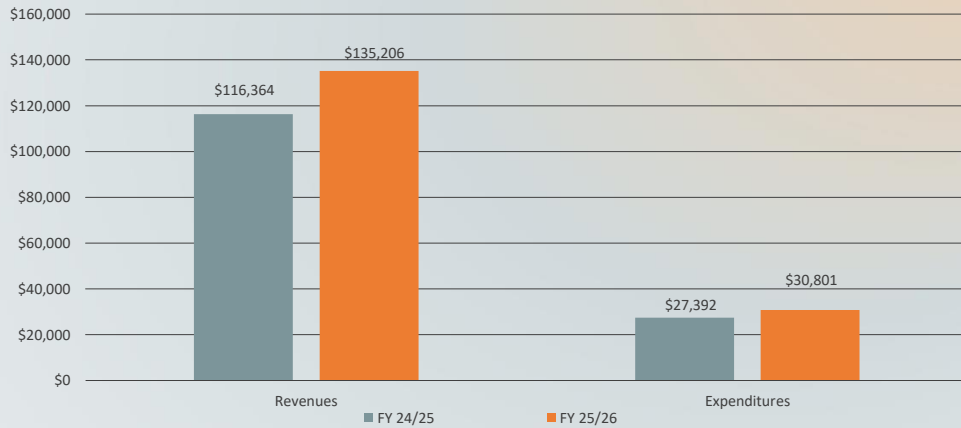
DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % October 31, 2025
NON DEPARTMENTAL	581,365	329,429	264	56.7%
GOVERNING BODY	297,004	10,274	980	3.8%
ADMIN SERVICES	445,135	143,720	1,330	32.6%
FINANCE	337,748	107,580	1,887	32.4%
LEGAL	59,300	9,104	-	15.4%
PUBLIC BUILDINGS	288,335	63,887	4,558	23.7%
FIRE	1,607,343	597,888	29,299	39.0%
PERMITTING	301,128	97,372	1,727	32.9%
PLANNING	92,066	41,018	-	44.6%
POLICE	1,429,971	361,254	22,279	26.8%
PUBLIC WORKS-STREETS	840,983	85,325	4,042	10.6%
POWELL BILL-STREETS	126,580	4,147	466	3.6%
PARKS & RECREATION	573,067	113,056	26,680	24.4%
DOWNTOWN FACILITIES	108,451	45,060	1,672	43.1%
FESTIVALS & EVENTS	154,689	60,211	18,371	50.8%
EMERGENCY MANAGEMENT	12,000	5,302	1,045	52.9%
TOTAL	7,255,165	2,074,626	114,600	30.17%

**

12

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2025)**

STORMWATER ENTERPRISE FUND

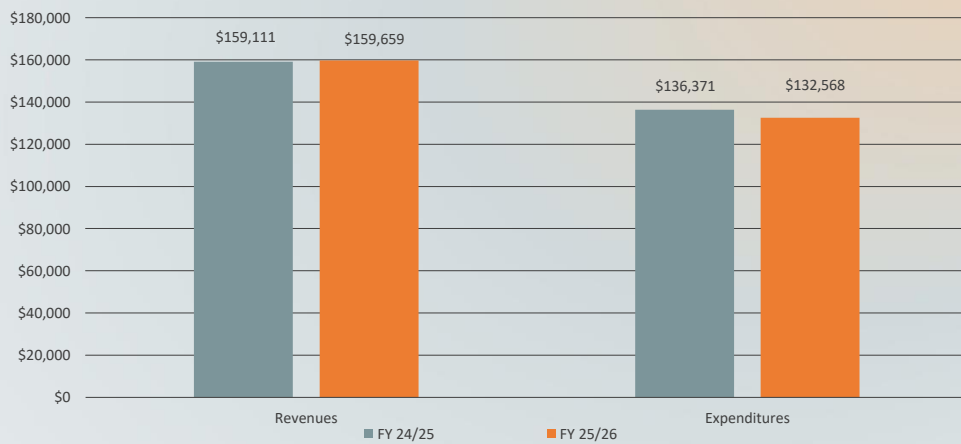


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$104,405**

13

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2025)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$27,091**

14

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF OCTOBER 31, 2025)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$241,087	2.69	03/21/2028	\$84,724
Fire Truck	\$46,544	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$50,000	2.43	12/14/2026	\$26,823
Vehicles(Police & Fire Department) & Software	\$22,955	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$208,276	4.82	4/3/2029	\$58,491
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$570,000	4.40	12/31/2029	\$129,183
Total Debt	\$1,138,862			\$370,110

15

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF OCTOBER 31, 2025)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$144,302	.05%
NC CMT-General	\$5,977,749	4.05%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,775,298	3.91%

16

GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,100,792	\$1,807	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0	\$2,336
Emergency Operation Center	\$9,686,343	\$56,399	\$0	\$9,629,944
Emmertton School Repairs	\$499,000	\$326,578	\$0	\$172,422
Stormwater Master Plan	\$400,000	\$264,209	\$0	\$135,791
Main Street Dock Replacement	\$170,164	\$9,541	\$0	\$160,623
Total Outstanding Grants	\$12,244,756	\$2,141,833	\$1,807	\$10,101,116

17

Any Questions

?

18

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

19

PUBLIC COMMENT

Citizen opportunity to address the Board.

20

MANAGER'S COMMENTS

Town Manager
Jonathan Barlow

21

BOARD COMMENTS

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

22

CLOSED SESSION

Motion to enter closed session pursuant to N.C.G.S. 143-318.11 (a) (2) to review 2025 Sam Bland Award nominations; and (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.

23

ADJOURN

24