Town of Swansboro
Board of Commissioners
April 14, 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
Prior to adoption of the consent agenda, Commissioner Herbert requested that the February 24, 2026, Regular Meeting Minutes be removed from the consent agenda for separate consideration later in the meeting. He indicated he wished to add a clarifying sentence related to survey data from a presentation given at that meeting.

On a motion by Commissioner Herbert, seconded by Mayor Pro Tem Conaway, the agenda as amended to remove the February 24, 2026, Regular Meeting Minutes and the following consent items were unanimously approved.

- February 10, 2026, Regular Meeting Minutes
- February 11, 2026, Special Meeting Minutes
- Special Event Application – Little Pink Houses of Hope Event

Appointments/Recognitions/Presentations
Onslow County 2026 Tax Revaluation Presentation
Kevin Turner, Onslow County Tax Administrator, presented an overview of the 2026 property tax revaluation. He explained that a revaluation was a systematic reassessment of all real estate in the county to establish fair and current market values. State law requires counties to revalue property at least once every eight years, though Onslow County has conducted revaluations every four years since 2006, with the intent of reducing the large value increases that can result from longer cycles.

Turner outlined the process, noting that staff appraisers review property characteristics, analyze sales data, and develop a schedule of values that must be adopted by the Board of County Commissioners before implementation. The effective date for the 2026 revaluation was January 1, 2026, and value notices were mailed to property owners in February.

Mr. Turner described both an informal review process, which ran through April, and a formal appeal process through the Board of Equalization and Review, which convenes May 4th and adjourns June 15, 2026. June 15th was the last date for citizens to file an appeal for the current year. Tax bills based on the new values were expected to be mailed in July or August and would be due September 1, 2026. The presentation he reviewed is attached herein with the PowerPoint presentation of the meeting.

In response to inquiries from the Board, Mr. Turner clarified the following:

- The five-member Board of Equalization and Review, composed of citizens with backgrounds in real estate, hears testimony from both the property owner and the tax office and then makes its own determination on appeals. He confirmed that in rare cases, the board could raise a value if the evidence supports it. He also noted that citizens who disagree with the board's decision may appeal further to the North Carolina Property Tax Commission.
- He acknowledged the burden on families related to the increase of property taxes, but noted that the tax rate, which was set by the respective governing boards, was the factor that ultimately determines what citizens pay, and that values were based solely on what properties were selling for in the market.
- The revaluation cycle was essentially an ongoing process, with work on the 2030 revaluation expected to begin in July 2026.

Cadet of the Year Telesforo Seymon

Police Chief Dwayne Taylor introduced Deputy Chief Ben Brim, who summarized the Swansboro Police Department's cadet program for ages 14-20. Cadet Telesforo Seymon, a longstanding participant, was honored as cadet of the year for his dedication and achieving the program's highest rank, Major.

Cadet Seymon addressed the Board, expressing gratitude for the program and crediting Chief Taylor, Deputy Chief Brehmer, and his fellow cadets for his growth. He shared that he attended Swansboro High School, planned to study criminal justice and psychology in college, complete basic law enforcement training, and ultimately pursue a career with the Swansboro Police Department.

The Board commended Cadet Seymon for his instrumental role in developing the program and recruiting members.

Pickleball Update and Funding Strategy Request

Parks and Recreation Director Anna Stanley reviewed the pickleball court initiative and proposed pursuing grant funding for park improvements. The Board allotted $150,000 in 2024 for pickleball courts, but Municipal Park's development would require costly stormwater modifications, including wetland creation. Director Stanley suggested applying for the Parks and Recreation Trust Fund (PARTF) and the Land and Water Conservation Fund (LWCF), each offering potential awards of $500,000 and $750,000, to

meet matching requirements and potentially offset town expenses. LWCF applications opened in May 2026, due November 2026, and PARTF opened November 2026, due May 2027, with announcements in 2027. Required public meetings and documentation could serve both grant applications. Bundled enhancements—six pickleball courts, resurfaced tennis courts, a new tot lot, and skate park refurbishment—would increase grant competitiveness. A $1,000,000 project could be fully funded if both grants were secured, whereas $1,250,000 might require $250,000 town funding. From the $150,000 set aside, $20,000 would go to hiring a grant consultant, and $130,000 to capital reserves. The presentation she reviewed is attached herewith the PowerPoint presentation of the meeting.

In response to inquiries from the board, Director Stanley, Manager Barlow, and/or Finance Director Johnson clarified the following:

- The total project budget had not yet been established, and the match requirement was based on whatever that final budget would become.
- The grant consultant would be brought in through the request-for-qualifications process, and the Board would have an opportunity to meet with them before a contract was signed.
- In the instance of only receiving one grant, the Town would be responsible for contributing up to $500,000 as the local match, which was why Director Stanley stressed the importance of planning ahead and building reserve funds over the coming fiscal years.
- The timeline for the request-for-qualifications process would still allow the town to meet the grant application deadlines.
- If the town was awarded a grant and declined it, that could negatively affect future grant opportunities. A similar strategy, where one grant serves as the match for another, had been used successfully by the town in the past.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf approval was unanimously provided to proceed with grant preparation and consultant procurement to meet critical deadlines.

Business Non-Consent

Visitors Center Renovation Project

Town Manager Barlow requested funding for renovating the town's visitor center and awarding a construction contract totaling $97,760. Funding included $30,000 from the Swansboro Tourism Development Authority, $21,000 recently pledged by the same authority, $22,500 from prior downtown improvement funds, and up to $24,260 from the town's fund balance. An additional $21,000 was requested from the Onslow County TDA, which could reduce the town's contribution to $3,260 if approved. Barlow asked if the Board preferred to wait for this decision or proceed and later reimburse. For the renovation, Steele Construction offered the lowest bid at $91,460, with Crystal Coast

Mold Pros at $109,160, and another bid over $200,000 not considered. Steele Construction was recommended due to their expertise with local historic structures.

In response to an inquiry from the board, Manager Barlow shared that he felt proceeding before a decision was returned from the Onslow County TDA would likely not affect their decision to award funding to the Town.

Budget Ordinance Amendment #2026-6A

Finance Director Sonia Johnson presented Budget Ordinance Amendment 2026-6A, which incorporated the visitor center project just approved along with two park-related items. The first park item covered playground repairs and replacements at Municipal Park and Pirates Den, including a tube slide section replacement estimated at $1,200 and swing chain and seat replacements estimated at $1,500. The second park item addressed splash pad repairs, including pump replacement, chemicals, and miscellaneous maintenance, estimated at $1,000, to prepare for the upcoming seasonal opening. Total funds requested from fund balance for park items were $3,700.

In response to an inquiry from the board, Finance Director Johnson clarified that funds were only budgeted through June, which was the end of the town's fiscal year, and new funds would be budgeted beginning July 1.

On a motion by Commissioner Pieratti, seconded by Commissioner Herbet, Budget Ordinance Amendment #2026-6A 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:

- Schedule a presentation from the Bucket Brigade program

Items Moved from Consent

February 24, 2026, Regular Meeting Minutes

Commissioner Herbert explained his request to add a sentence to the minutes capturing geographic survey data from a presentation given at that meeting. The data, drawn from the written presentation materials, identified that 44 respondents were physically located within Swansboro's incorporated limits at the time the survey was completed, along with 7 respondents within the extraterritorial jurisdiction.

Town Manager Barlow noted that the information may not have been stated aloud during the meeting and therefore would not have been captured by the clerk from the audio recording. He offered to review the recording to confirm. Commissioner Herbert clarified that the language was being quoted directly from the written presentation brief rather than from spoken remarks at the meeting, in the same manner as other survey data that was already captured in the minutes.

Town Attorney Francis Rasberry provided context, noting that state law requires full and complete minutes but that case law establishes the minimum standard as capturing the actions taken and the votes. He acknowledged there was a degree of subjectivity in how much narrative details were included, and that adding information to improve the narrative was permissible and does no harm, as the full record including video takes precedence over the written minutes.

Discussion among Board members reflected differing views on the appropriateness of the change. Some commissioners expressed concern about setting a precedent of routinely modifying minutes to add content that was not spoken during the meeting, while others maintained that reviewing and improving the accuracy and completeness of minutes was a proper function of the Board.

On a motion by Commissioner Herbert, seconded by Mayor Pro Tem Conaway, directive to add an addition to the minutes to capture the geographic survey data specific to the # of Swansboro residents that actually took the survey was approved 4:1.
Ayes: Herbert, Conaway, Vannoy, Pieratti
No: Eckendorf

Public Comment
Tim Simpson, 609 Shore Drive, thanked the Town for restoring no-wake zones and expressed concerns about blocked or unusable street-end public water access points, such as those at Elm Street and Water Street. He urged the Board to consider restoring access points, potentially using grant funding and inquired about the potential replacement timeline for two bridges over the White Oak River. Mr. Simpson also mentioned safety concerns about the continued use of the dock at Main Street, even though it has been closed with signs since April 2025.

Manager's Comments
Town Manager Barlow updated the Board on several items:

- Traffic Signals: DOT technicians found no issues with US-24 signal timings; Queens Creek intersection poses difficulties due to school traffic. Flashing yellow arrow at US-24/Belgrade-Swansboro has delays for safety.

- Congressman Visit: Congressman Davis visited Swansboro to discuss town priorities. EOC Public Safety Building identified as top priority. Grant application submitted to potentially secure up to $6.2M in federal funding.

- Pre-Application for Grant: The town planned to submit a pre-application to the NC Public Beach and Waterfront Access Program to renovate Riverview Boardwalk, estimated at $382,045, with a 25% local match.

Board Comments

The Board thanked the staff for their hard work and shared their appreciation for the Clean Sweep bulk garbage pickup. They especially showed gratitude to the Public Works team and encouraged residents to express their thanks when they see them in their neighborhoods.

Commissioner Vannoy shared that the upcoming Historic Swansboro Homes Tour was scheduled to take place the following Saturday.

Commissioner Eckendorf praised the cadet program, praised Chief Taylor's leadership, and appreciated the efforts of Finance Director Johnson and Town Manager Barlow on budget preparations.

Commissioner Herbert thanked Parks and Recreation Director Stanley for her grant presentation and was hopeful about the proposal. He also praised Fire Chief Randall for quickly handling an earlier issue and also highlighted ticket availability for the upcoming Historic Swansboro Homes Tour.

Commissioner Pieratti gave special recognition to Town Clerk Fender and assured that any board disagreements were not a reflection of her work.

Mayor Pro Tem Conaway spoke about how the decision on the visitor center renovation was easy decision that needed to be made.

Mayor Justice noted upcoming engagement with the Veterans Memorial Garden organization, which had reorganized and was planning a Memorial Day observance at the end of May. He encouraged the Board to consider ways the town could support those efforts. He also highlighted Major Capers' upcoming Medal of Honor designation, noting the town played a small role in supporting that recognition. He stated he had not heard anything previously about the White Oak River bridge replacement and intended to look into finding out more information.

Closed Session

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, with unanimous approval, the board entered closed session at 7:40 pm pursuant to NCGS 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege was hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. Pursuant to a

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

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the meeting adjourned at 7:56 pm.

Regular Meeting
April 14, 2026

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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 0 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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Onslow County 2026 Tax Revaluation Presentation

Presenter: Kevin Turner – Onslow County Tax Administrator

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2026 Revaluation

Town of Swansboro Board Briefing

Kevin Turner
Tax Administrator
April 14, 2026

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Purpose of Tonight's Presentation

- Provide a high-level overview of the 2026 revaluation
- Explain why revaluations are conducted
- Outline the process used to determine values
- Review the timeline and next steps

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What is a Revaluation?

The systematic appraisal of all real estate parcels in the County to create a fair and equitable tax base.

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Why Do We Do It?

- Required by law
- Property values change at different rates over time
- Revaluation ensures a fair and equitable distribution of the tax burden

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Statutory Requirements

- NCGS 105-283 – NCGS 105-283 states that “all property, real and personal, shall as far as practical be appraised or valued at its true value in money.”
- NCGS 105-286 set up the Octennial Cycle and requires a countywide revaluation at least once every eight years
- NCGS 105-286 allows counties to reappraise more frequently, and Onslow County currently conducts revaluation every four years

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How does Revaluation Improve Fairness and Equity in Taxation?

- Over time, real estate values change at different rates, causing inequities in the tax base
- The revaluation process adjusts property values back to current market values, creating equity and a fair distribution of the tax burden

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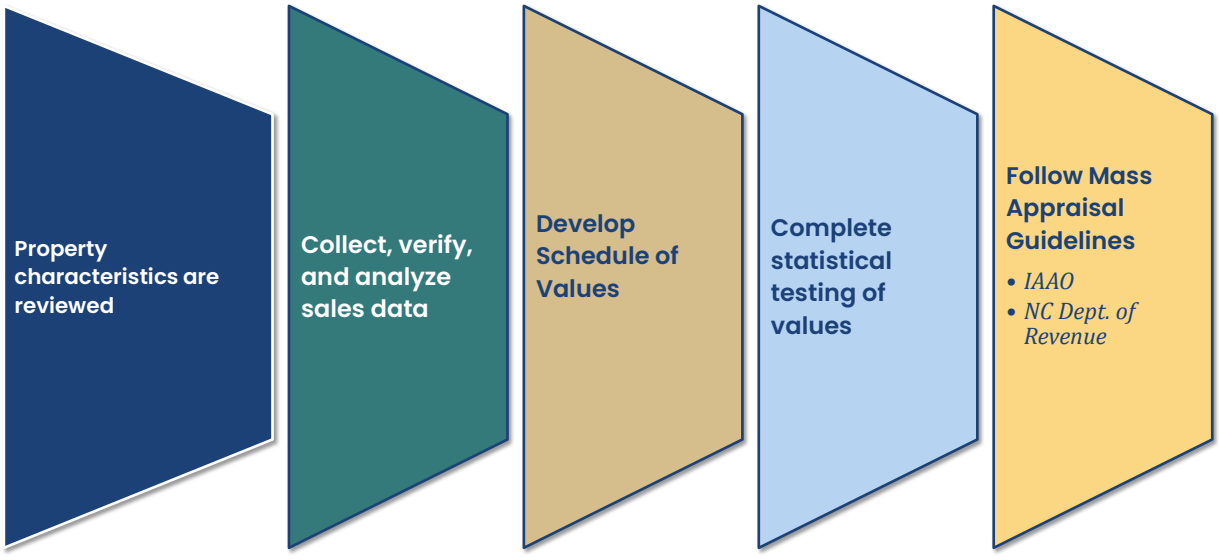
The Revaluation Process



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The Schedule of Values

- Required by NCGS 105-317
- The framework used to determine property values
- Provides standardized rules, rates, and methodologies
- Ensures consistency and fairness across all properties
- Reviewed and adopted by the Board of County Commissioners

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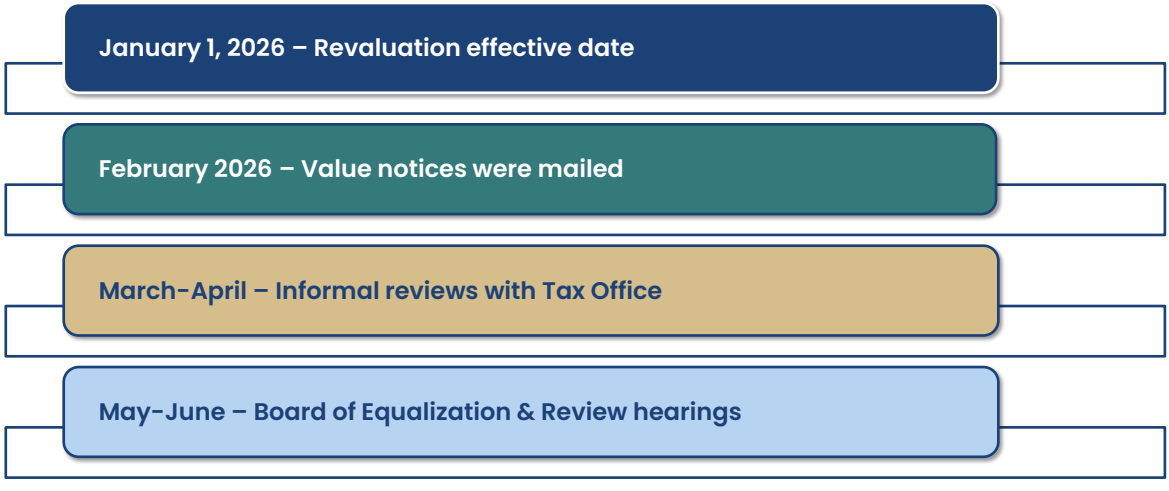
Timeline & Next Steps



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Effective Date of Revaluation

The new values will become effective on January 1, 2026, and will be the basis for tax bills due September 1, 2026

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Key Takeaways

- Revaluation is required by law
- It ensures fairness and equity in taxation
- Values are based on market data and applied consistently
- A formal review process is available for property-specific concerns

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Questions from the Board?

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Cadet of the Year Telesforo Seymon

Presenter: Dwayne Taylor – Police Chief

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Pickleball Update and Funding Strategy Request

Presenter: Anna Stanley – Parks & Recreation Director

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Original Project vs. New Project

- Six dedicated pickleball courts

- Six dedicated pickleball courts
- Tennis courts resurfaced
- Skate park renovation (protentional basketball courts) requires approval from the state.
- Replacement of playground ages 3-5

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The Goal

- Apply for PARTF (Parks & Recreation Trust Fund) grant
- Apply for LWCF (Land & Water Conservation Fund) grant.
- Each grant is a dollar for dollar match

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LWCF

- Dollar for dollar match (local match)
- Max amount is $750,000
- PARTF can be a local match for the grant (up to $500,000)
- Project must be completed within 3 years

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PARTF

- Dollar for dollar match (local match)
- Max amount is $500,000
- LWCF can be a local match for the grant
- Project must be completed within 3 years
- All public outreach, community meetings, and civic group presentations can be accomplished during LWCF application process

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Why Combine Into a Larger Project

- Increases grant competitiveness & maximizes scoring (PARTF & LWCF favor multi-facility projects)
- Delivers multiple high-priority improvements at once instead of over years
- Leverages local funds more efficiently with dollar for dollar matches
- Reduces over costs through shared project & construction management
- Streamlines stormwater, environmental, & state approval process
- Demonstrates strategic long-term planning & fiscal responsibility

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Timeline

- LWCF opens in May 2026, application is due November 2, 2026
- LWCF awards announced in Spring of 2027
- PARTF open November 2026, application is due May 1, 2027
- PARTF awards announced in November of 2027
- Once agreements are received project can begin, would estimate 2028

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Next Steps

- Decision to move forward to apply for grant funding
- Would need to commit to apply for LWCF by June 1, 2026, to begin necessary planning requirements for grant
- RFQ for consultant for writing both grants, would need to happen as soon a possible to be ready for June 1 start date, (approx. $20,000)

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Budget Scenarios

$1,000,000 & under

- PARTF: Provides $500,000
- LWCF: Provides $500,000
- Total Cost to the Town $0

$1,250,000

- PARTF: Provides $500,000
- LWCF: Provides $750,000
- Total Cost to the Town $250,000

$150,000 allocated in 2024-25
Approximately $20,000 grant consultant 2025-26
Remaining $130,000 transfer into Capital Reserve 2025-26
Once budget is established, put into 3-year CIP plan

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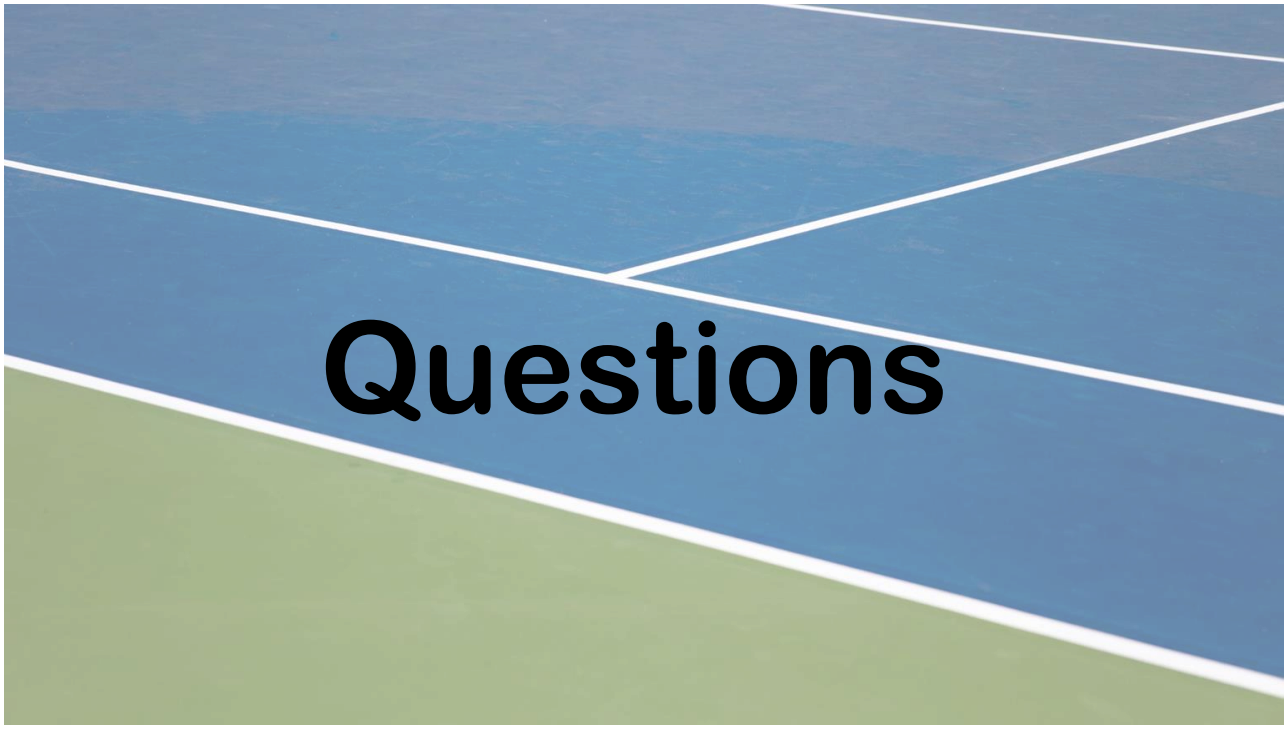

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NEW BUSINESS/NON-CONSENT

Visitors Center Renovation Project

A request to fund the Visitors Center renovation project and award a construction contract.

Recommended Action: *Authorize the additional appropriation of up to $46,760 of Town funds to fully cover the anticipated cost of the renovation project and award the construction contract to Steele Construction in the amount of $91,460.*

Presenter: Jon Barlow – Town Manager

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NEW BUSINESS/NON-CONSENT

Budget Ordinance Amendment #2026-6/#2026-6A

A Budget Ordinance Amendment is requested by multiple departments.

Recommended Action:

1. Motion to approve Budget Ordinance Amendment #2026-6; or

2. Motion to approve Budget Ordinance Amendment #2026-6A

Presenter: Sonia Johnson – Finance Director

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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 Tamara Pieratti
Commissioner Wayne Herbert
Commissioner Tim Vannoy

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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

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