

Town of Swansboro
Board of Commissioners
April 28, 2026, Regular Meeting Minutes

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

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 Commissioner Eckendorf, seconded by Mayor Pro Tem Conaway, the agenda, as amended to remove the presentation of National Police Week and reschedule it to the next meeting, and the following consent items were unanimously approved.

- February 17, 2026, BOC & HPC Joint Special Meeting Minutes
- February 24, 2026, Regular Meeting Minutes
- Resolution 2026-R6 in Support of Transportation Safety Projects and Initiatives Along NC 24
- Tax Refunds

Vehicle Tax

Campbell, Jade - \$40.40 - Tag Surrender

Love, Allison M & Derek Alan - \$120.09 - Military

Shoener, Chelsey E. & Michael P. - \$154.64 - Military

Shoener, Michael P. - \$63.56 - Military

Shoener, Michael P. & Chelsey E. - \$796.91 - Military

Thresher, Erik Petersen - \$46.17 - Sold/Traded

Appointments/Recognitions/Presentations

Employee Introduction

Finance Director Sonia Johnson introduced Sean Ferguson as the newly hired Finance Clerk, sharing that he had moved to Swansboro in 2020. Sean held a bachelor's degree in Sports Casting from Full Sail University and had experience in restaurant management and finance, including a management role at Rucker John's overseeing 50 staff members and prior finance and payroll work at Red Smith Company. Mr. Ferguson expressed enthusiasm for joining the Swansboro community and was warmly welcomed by the Board.

Employee Recognition

Town Manager Jon Barlow recognized Kyle Littleton and Ryan Smith of the Town's Public Works Department. He reviewed that the department had recently undergone a

restructuring, separating infrastructure and facilities functions, and that Mr. Littleton had become the Crew Leader of Public Utilities and Mr. Smith had become the Crew Leader of Public Works.

National Public Works Week

Mayor Justice proclaimed May 17–23, 2026, as National Public Works Week, honoring the 66th annual observance by the American Public Works Association. The proclamation highlighted the crucial role of public works professionals in maintaining community health, safety, and quality of life, and called on citizens to appreciate and honor their efforts. The Board expressed appreciation to the Public Works staff in attendance for their continued dedication.

Municipal Clerks Week

Mayor Justice recognized Municipal Clerks Week, May 3-9, 2026, praising the Office of the Professional Municipal Clerk as long-standing public servants. The proclamation noted the crucial role clerks played as a link between citizens, local governance, and government agencies while upholding impartiality. Mayor Justice also acknowledged Town Clerk Alissa Fender and Deputy Clerk Aliette Cuadro for their dedicated support.

Parks & Recreation 2025 Annual Review

Parks and Recreation Director Anna Stanley and Assistant Director Sara Elliott presented a 2025 annual review highlighting department accomplishments. The presentation reviewed was attached herein with the PowerPoint presentation of the meeting. Key points included an increase in daily visitors to approximately 18,000, up by 5,000 over the prior year; gym memberships nearly doubling to 78; and over 1,500 program registrations. The department introduced three new pickleball programs and added 248 new Pickleball League members. Community events such as the Easter Egg Hunt, Touch-a-Truck, BarkFest, Halloweenie Roast and Trunk-or-Treat, and SantaFest all saw strong attendance, with several setting new attendance records.

The department raised approximately \$46,000 in festival sponsorships, including the addition of a new top-tier title sponsorship at \$7,500 purchased by Team Chevy. Grants of \$20,000 from Onslow County Tourism and \$6,500 from the Swansboro Tourism Development Authority were received, contingent on demonstrated economic impact. The estimated economic impact for 2025 was approximately \$170,000, lower than typical due to the cancellation of the Mullet Festival for weather. Estimated annual event attendance was 25,000, compared to a typical figure of approximately 40,000.

The presentation also highlighted expanded marketing through television partnerships with WITN and WNCT, event sponsorship packets for smaller park events developed by Assistant Director Elliott, and a variety of community partnerships supporting programming and festivals. Future plans included expanding pickleball, pursuing new grants, adding adult swings, and upgrading facilities. A successful new Walking Through

Swansboro program and expanded Safety Town initiatives were also introduced, with the Board commending the department's extensive service offerings.

Business Non-Consent

Emergency Vet Fund Program

Fire Chief Jacob Randall presented an overview of a newly established Emergency Veterinary Fund, to be named the Shelby Program. The initiative was prompted by a residential structure fire on April 14, in which a family dog was rescued, revived with donated pet oxygen masks, and transported to Swansboro Animal Hospital. The family, already facing the loss of their home, was confronted with the cost of emergency veterinary care, which the department sought to address through this fund.

Chief Randall noted that Swansboro Animal Hospital was the only 24-hour emergency veterinary facility in the region spanning from Hampstead to Havelock and extending toward LaGrange and Kinston, making the program regionally significant. The fund would operate on a donation basis and was not budgeted. Initial contributions from Wild Child Dog Training LLC, Kinston Kennels, and one anonymous community member covered the bill from the April 14 incident. The Swansboro Firefighters Association also committed to contributing.

In response to inquiries from the board, Chief Randall confirmed that a donation tab would be added to the Town website payment portal, and that donations by check should reference "Emergency Vet Fund" in the memo line and confirmed the region truly lacked additional 24-hour veterinary coverage, with reference to a national veterinary shortage affecting the area, noting that the Jacksonville facility now refers after-hours cases to Swansboro.

No formal action was required. The Board expressed strong support for the initiative.

Agreement for Seaside Arts Council Swan Project

Town Manager Jon Barlow presented a proposed agreement related to the Seaside Arts Council Swan Project. He explained that the Town had previously purchased three fiberglass swans as part of a community arts initiative organized by the Seaside Arts Council. Two swans are currently on display, one at Town Hall and one at the Visitor Center, with a third being prepared for installation at the Recreation Center. Over the course of the project, questions arose about the roles and responsibilities of the three parties involved: the Seaside Arts Council, the Town of Swansboro, and the artists. No formal agreement had been made to address those questions.

The proposed agreement established clear guidelines for all three parties going forward, including a provision that the Town and the artist would collaborate on a concept from the beginning and that the Town had to approve the design before production began.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, the Agreement for the Seaside Arts Council Swan Project was unanimously approved.

Monthly Financial Report as of March 31, 2026

Finance Director Sonia Johnson presented the March 2026 financial report. She highlighted the following points:

- Revenues over expenditures showed a surplus of \$758,013
- Total departmental expenditures were at 61.21% of the budget, 13.79% below the monthly projection
- Stormwater Enterprise Fund reported a surplus of \$66,891, while the Solid Waste Enterprise Fund showed a surplus of \$11,382. Director Johnson noted that there could still be a need for a budget amendment for the Solid Waste Fund, which was being monitored closely.
- Outstanding debt and cash account balances had interest rates ranging between 3.4% and 3.5%

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 for Teacher of the Year presentation to Mr. Justice
- Schedule for Helen Gross to provide a presentation about her community farm

Public Comment

Citizens were offered an opportunity to address the Board for no more than five minutes regarding items not listed on the agenda. No comments were made.

Manager's Comments

Town Manager Barlow updated the Board on several items:

- The Visitor Center renovation with RWS Construction had begun the previous week and was expected to take 4-6 weeks. Interior framing was nearly done. Public Works staff had started preparations to complete exterior painting before Pirate Fest.
- An upcoming sewer project on Hammocks Beach Road scheduled for May 5-6 would involve road open-cutting and temporary traffic detours.

Board Comments

Commissioner Pieratti thanked the public works team for their broad support across all departments and expressed appreciation to the clerks for their assistance.

Commissioner Herbert thanked all those in attendance and watching from home, expressed appreciation for staff, and highlighted the NC 24 signal synchronization initiative, noting its expected benefits for traffic flow and safety. He also commended the Swansboro Historical Association for the successful Historic Homes Tour and thanked the homeowners, volunteers, and supporters. Commissioner Herbert noted that the newly

formed Swansboro Appearance Commission had held its first meeting, with members expressing enthusiasm for their work.

Mayor Pro Tem Conaway thanked all staff and reiterated his personal support for the Emergency Vet Fund, noting his personal affinity for the program's mission and emphasizing that animals were voiceless members of the community deserving of care.

Commissioner Eckendorf gave a special acknowledgment to the police department for National Police Week. He commended the clerks and Town Manager for managing a high volume of complex work and praised the Parks and Recreation presentation for demonstrating meaningful improvements to quality of life in Swansboro and the surrounding area, including residents of Hubert who also use town facilities. He also praised the Fire Chief's initiative with the Emergency Vet Fund, characterizing it as reflective of the strong community character represented in Swansboro's government.

Mayor Justice expressed overall pride in town staff and the community. He shared observations from the Historic Homes Tour, including a visit to the town cemetery and its historic trees. He commended the Parks and Recreation Department for drawing visitors from across the county. He also mentioned a regional initiative called the Bucket Brigade, aimed at helping disadvantaged residents learn to grow their own food, and expressed interest in potentially bringing the program to Swansboro in partnership with a local church and master gardeners.

Closed Session

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, with unanimous approval, the board entered closed session at 7:11 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 is hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; and (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. 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 8:11 pm.

Regular Meeting April 28, 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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Employee Introduction

Presenter: Sonia Johnson – Finance Director

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Employee Recognition

Presenter: Jonathan Barlow – Town Manager

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National Public Works Week

Presenter: Mayor Willam Justice

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Municipal Clerks Week

Presenter: Mayor William Justice

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Parks & Recreation 2025 Annual Review

Presenter: Anna Stanley– Parks and Recreation Director

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PARKS & RECREATION

A Year of Play, Connection, and Community

“Play is not a luxury. Play is a necessity.”
-Kay Redfield Jamison



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PURPOSE



Why We Do What We Do

- Parks and Recreation is the heart of the community
- Our parks are shared front yards-places to gather, celebrate and belong
- We help our community grow
- In a small town, our work is essential
- PARKS AND PROGRAMS SERVE -NOT JUST ENTERTAIN



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2025 AT A GLANCE



- Increased program offerings
- Increased program participation
- Continued to have record setting attendance for park events
- Implemented sponsorship program for recreation events
- Preserved PirateFest, 14-year tradition
- Celebrated splashpad reopening



PirateFest 2025

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SERVING A GROWING COMMUNITY



Recreation Center

Calls	3668
Visitors	18,073
Gym Memberships	78
Dog Park Memberships	23



The Recreation Center supports a growing community through daily customer service, registrations, and facility access.

Services include room rentals and park reservations across town facilities and municipal parks.

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PROGRAMS THAT BRING PEOPLE TOGETHER



TODDLER PROGRAMS



PARKS & REC MONTH



SPROUT SCOUTS



TINY TREKKERS



SAFETY TOWN



CRAFT PROGRAMS



PIRATE CRUISE

- 120 programs
- 1,500 + participants served
- 248 pickleball league members
 - 3 new pickleball programs
- Instructor Contract Programs
 - Pound
 - Tai Chi
 - First Aid & CPR
 - Art Classes and Camps
 - Tennnisbloc
 - Music With Miss Mary

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CELEBRATING COMMUNITY THROUGH EVENTS



Easter Egg Hunt

Touch-a-Truck



SantaFest



BarkFest



Halloweenie Roast & Truck-a-Treat

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SIGNATURE FESTIVALS



- 25,400 visitors in 2025
- Economic impact \$170,142
- Created Title sponsorship level of \$7,500
- Increased sponsorships with six new sponsors
- Received \$20,000 from Onslow County Tourism
- Received \$6,500 from Swanboro TDA
- Strong community partnerships with \$39,000 worth of in-kind services



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MARKETING PERFORMANCE

NEW MARKETING INITIATIVES		
Type	Paid	In-kind/Bonus Ads
TV Broadcasting	\$3,000	\$7,080
Digital/Video	\$1,550	
Digital	\$2,700	
Social Media/Digital	\$1,226	\$1,700
Print	\$0	\$2,500
Radio	\$0	\$30,000
Totals	\$8,476	\$41,280



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REVENUE PERFORMANCE

RECREATION		FESTIVALS	
Program Fees	\$22,820.00	Arts by the Sea	\$14,263.00
Instructor Fees	\$6,811.00	Independence Day Celebration	\$1,200.00
Events Fees	\$1,600.00	Mullet Festival	\$2,080.00
Events Sponsorships	\$1,800.00	Christmas Flotilla	\$1,240.00
Park Rentals	\$8,154.00	Sponsorships	\$46,250.00
Recreation Center Rentals	\$22,590.00	Total	\$65,033.00
Town Hall Community Room	\$2,260.00	In-kind Sponsorship	\$39,000.00
Gym Memberships	\$3,146.00	Grants	
Dog Park Memberships	\$290.00	Onslow County Tourism	\$20,000.00
Total	\$69,471.00	Swansboro TDA	\$6,500.00
Church Street Dock	\$44,727.00		

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PARTNERSHIPS



- Fire & Police Department
 - Public Services
 - Onslow County Parks & Recreation
 - Down Syndrom Network
 - Lady Swan Tours
 - Swansboro Tourism Development Authority
 - Onslow County Tourism
 - Independent Contractors
 - Onslow County Senior Games
 - Local Businesses
 - Tennisbloc
 - Dinis Martinis
 - Prestons
 - Swansboro Historical Association
 - Onslow County Museum
- Team Chevrolet
 - Sponsors
 - In-kind Sponsors
 - Michaelangelo's
 - By the Bridge
 - Saltwater Grill
 - Melissa Anderson
 - Schuller family
 - Tideland News
 - Culligan
 - John's Golf Carts
 - Boro Cafe
 - El Cigno



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EVENT PARTNERSHIPS



- PirateFest
 - Onslow County Parks & Recreation
- Tunnel To Towers 5K
 - Tunnel To Towers Foundation
- National Night Out
 - Swansboro Police Department
- Movin' Mullet 5K
 - Jacksonville Onslow Sports Commission
- Memorial Day & Veterans Day Celebration
 - Swansboro Military Affairs



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THE PEOPLE BEHIND THE WORK



- Beth
- Madison
- Jamie
- Deb
- Christian
- Carmen
- Brianne
- Scott



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LOOKING AHEAD

- Safety Town 2.0
- New pickleball programming
- More toddler programming
- Walking Through Swansboro
- Parks & Recreation Month 2026
 - New programs and activities for all ages
- Adding and Improving park facilities
 - Park swings, playground equipment, court facilities
- Recreation Center-fitness equipment, banquet chairs



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THANK YOU

Parks & Recreation Staff



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NEW BUSINESS/NON-CONSENT

Emergency Vet Fund Program

Introduction on the establishment of an Emergency Veterinary Fund to support animals rescued during emergency responses.

Recommended Action: No action needed

Presenter: Jacob Randall – Fire Chief

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NEW BUSINESS/NON-CONSENT

Agreement for Seaside Arts Council Swan Project

To establish a set of guidelines and responsibilities for each entity involved in the purchase, design and display of the fiberglass swans.

Recommended Action: *Approve the Agreement for Seaside Arts Council Swan Project.*

Presenter: Jonathan Barlow – Town Manager

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NEW BUSINESS/NON-CONSENT

Financial Report

Presenter: Sonia Johnson – Finance Director

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

REVENUES

EXPENDITURES

LOAN PAYMENTS

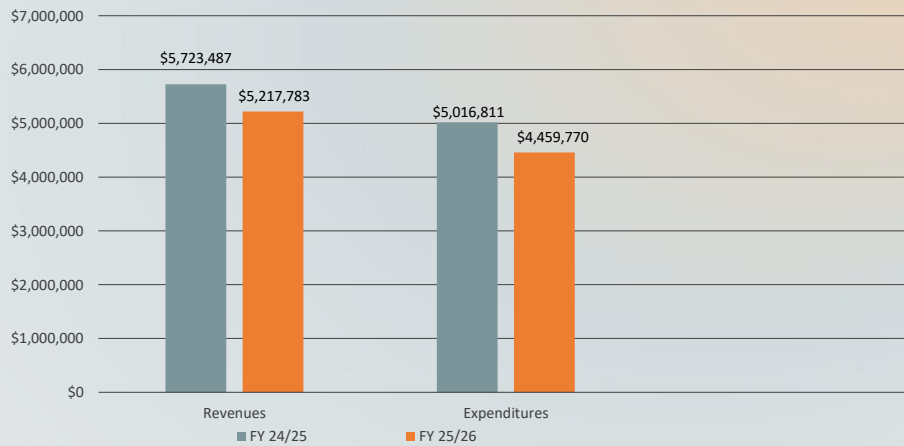
INVESTMENTS

GRANT UPDATE

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

GENERAL FUND



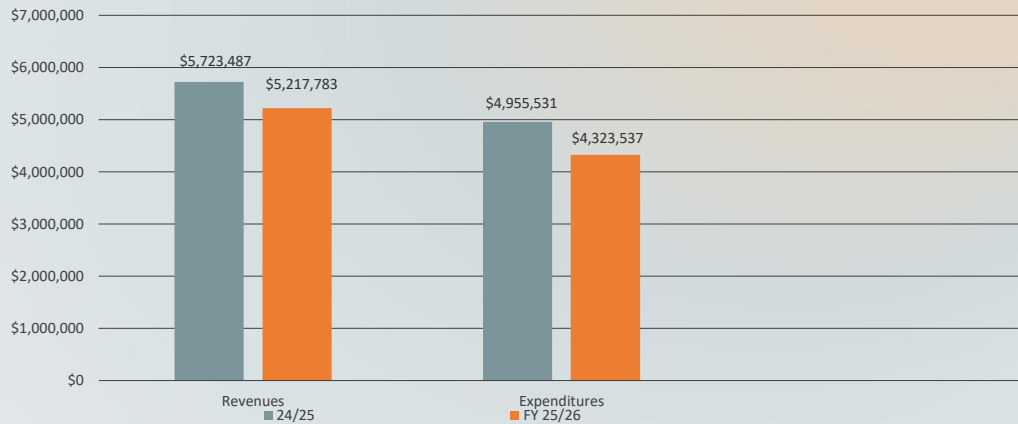
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures-\$758,013

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2026)**

(ACTUAL)

GENERAL FUND



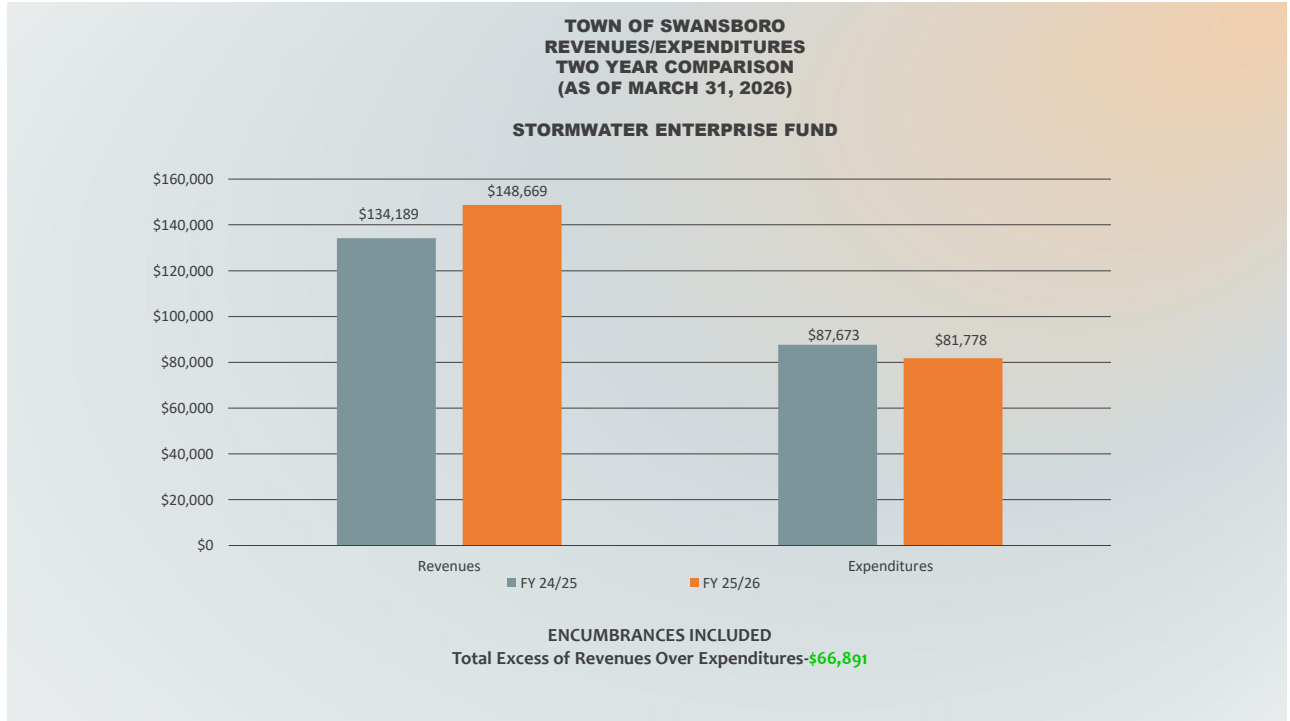
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures- \$894,246

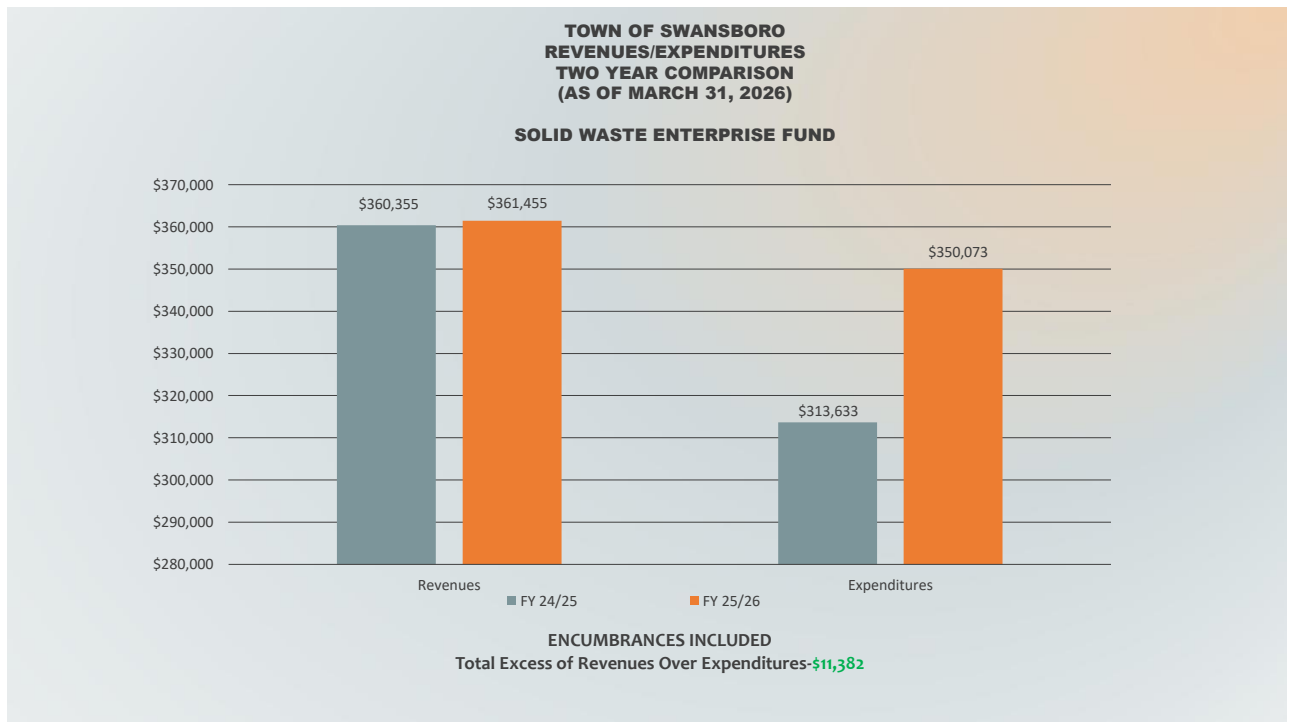
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DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % March 31, 2026
NON DEPARTMENTAL	581,365	431,322	12,570	76.4%
GOVERNING BODY	297,004	29,722	2,749	10.9%
ADMIN SERVICES	445,135	299,427	909	67.5%
FINANCE	345,320	231,077	999	67.2%
LEGAL	59,300	26,871	-	45.3%
PUBLIC BUILDINGS	303,843	221,597	8,178	75.6%
FIRE	1,607,343	1,130,849	37,899	72.7%
PERMITTING	301,128	197,771	2,043	66.4%
PLANNING	92,066	67,017	-	72.8%
POLICE	1,429,971	951,687	33,006	68.9%
PUBLIC WORKS-STREETS	840,983	230,353	3,218	27.8%
POWELL BILL-STREETS	126,580	83,153	378	66.0%
PARKS & RECREATION	581,236	251,852	20,347	46.8%
DOWNTOWN FACILITIES	108,451	83,043	2,805	79.2%
FESTIVALS & EVENTS	154,689	78,800	9,532	57.1%
EMERGENCY MANAGEMENT	12,000	8,997	1,600	88.3%
TOTAL	7,286,414	4,323,537	136,233	61.21%

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**TOWN OF SWANSBORO
LOAN REPORT
(AS OF MARCH 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
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
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
Total Debt	\$891,538			\$372,861

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**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF MARCH 31, 2026)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$431,052	0.10%
NC CMT-General	\$6,962,590	3.56%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$8,647,711	3.40%

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GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,102,172	\$427	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0	\$2,336
Emergency Operation Center	\$9,807,493	\$1,370,741	\$0	\$8,436,752
Emmertton School Repairs	\$499,000	\$329,016	\$0	\$169,984
Stormwater Master Plan	\$400,000	\$374,536	\$0	\$25,464
Main Street Dock Replacement	\$170,164	\$9,541	\$0	\$160,623
Total Outstanding Grants	\$12,365,906	\$3,570,320	\$427	\$8,795,159

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Any Questions
?

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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

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

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ADJOURN

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