



**Town of North Topsail Beach
Board of Aldermen Special Meeting**

Tuesday, December 02, 2025, at 11:00 AM

Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460

(910) 328-1349 | www.northtopsailbeachnc.gov

*Mayor – Richard Grant
Alderman – Kip Malcolm
Alderman – Larry Strother
Town Manager - Alice Derian*

*Mayor Pro Tem – Connie Pletl
Alderman – Mark Barefoot
Alderman – Laura Olszewski
Town Clerk – Alexis Stanfield*

Absent: Former Mayor Pro Tem Leonard

I. CALL TO ORDER (Mayor McDermon)

Mayor McDermon called the meeting to order at 11:00AM.

II. INVOCATION (Alderman Benson)

Alderman Benson gave the invocation.

III. PLEDGE OF ALLEGIANCE (Alderman Grant)

Alderman Grant led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

The Board discussed how to approve the agenda, taking into consideration the new board members that would take their place on the dais during section VI. Organizational Meeting. The Board decided they would approve up to section VI. Organizational Meeting, allowing the former members to issue any farewell remarks.

Motion – Alderman Pletl made a motion to approve the agenda up to section VI. Organizational Meeting. Alderman Olszewski seconded the motion. The motion carried unanimously.

V. PUBLIC PRESENTATIONS AND HEARINGS

A. Fiscal Year 2024 - 2025 Audit

J. Lee Grissom of S.P. Douglas and Associates reviewed their audit findings for the Town of North Topsail Beach. Grissom reported the internal controls for the Town had improved greatly over the last year. S.P. Douglas and Associates found the internal controls to be organized and efficient, crediting GWI for their work. The firm reported they assisted in only one journal entry for the past year. Grissom stated management was accessible, the Town has a positive trend in Fund Balance, and he did not recommend any additional new policies. The firm did

find there were many transfers made through the year between line items, but that was not a concern and was documented correctly. He reported there was over two years' worth of reserve in the Fund Balance. Grissam recommended to the Board to continue building improvements within the Finance department and across other departments within the Town, pushing for Accounting Training to stay on top of grants. He reported there was no money missing or misappropriated. The NCDEQ monies received by the Town were used for FEMA.

B. Coastal Engineer Monthly Report - Fran Way

Fran Way, Coastal Engineer, reported on the five phases of the Beach Nourishment Project. Currently, phases one through three are underway. Dredging and placements are completed for phase one. Phase five was completed two years ago. Phase four was completed in 2024. Project DA_0143 will require two million cubic yards and is the largest nourishment project of the Town. Easement coordination continued with state agencies. PTC 8 is still going through the processes for FEMA. It will require sixty thousand cubic yards of materials. In January 2026, the Northern Shoreline Dune Restoration phases one through three will begin and will take two to three months to complete. This will require fifty-three thousand cubic yards of material.

VI. ORGANIZATIONAL MEETING

A. Farewell Remarks

Alderman Benson thanked the public for attending the meeting and welcomed the new board members. He stated since taking office he had given ninety-six reports. He reviewed the accomplishments made and reported on since 2017. He thanked Mayor Pro Tem Tom Leonard for his work towards CBRA, other board members, and Manager Alice Derian.

Mayor McDermon thanked the public for attending the meeting. She reported she felt the staff and Board have accomplished great things since 2015.

The former board members stepped down from the dais and the new board members took their place.

B. Oaths of Office

Alexis Stanfield, Clerk to Board, swore in Mayor-Elect Richard Grant, Alderman-Elect Mark Barefoot, Kip Malcolm, and Larry Strother.

C. Election of Mayor Pro Tempore

Motion – Alderman Olszewski made a motion to nominate Alderman Connie Pletl. Alderman Strother seconded the motion. The Board of Alderman discussed among themselves who should serve at the Mayor Pro Tempore. Alderman Connie Pletl was unanimously selected.

Motion – Alderman Olszewski made a motion to confirm Alderman Connie Pletl as Mayor Pro Tempore. Alderman Barefoot seconded the motion. The motion carried unanimously.

D. Certifications of Appreciation

Joann McDermon 2015 - 2025

Tom Leonard 2011 - 2015, 2017 - 2025

Mike Benson 2017 – 2025

Former Alderman Mike Benson was given a certification of appreciation for his time served on the Board of Alderman. Former Mayor Pro Tem Tom Leonard and former Mayor Joann McDermon were not present for their certificates.

E. Board of Aldermen Liaison Appointment Discussion

1. Beach Inlet and Sound Advisory Committee
2. Topsail Island Shoreline Protection Commission
3. United States Army Corp of Engineers Shallow Draft Inlet EIS
4. Federal and State Legislative Appointees
5. ~~CIP Committee~~
6. ~~Parking Committee~~
7. ~~Parks and Recreation~~
8. ~~Revetment Committee~~
9. Board of Alderman Check Signatories
10. ~~Greater Topsail Area Chamber of Commerce and Tourism~~
11. ~~ONWASA~~
12. ~~Onslow County Board of Commissioners~~
13. ~~Jacksonville Urban Area Metro Planning Organization Technical Committee~~
14. ~~Camp Lejeune~~
15. N.C. Coastal Resource Commission
16. ~~Greater Topsail Community Alliance~~

The Board of Aldermen discussed whether they wanted to appoint members to each of the sixteen listed Board. Mayor Grant suggested members be appointed to boards and committees that could not go without a representative. The Board agreed to appoint members to only necessary board for the time being and would appoint members to other board at a future meeting.

Motion – Alderman Olszewski made a motion to remove members from the boards, committees, and commissions that are no longer a part of the Board of Aldermen. Alderman Strother seconded the motion. The motion carried unanimously.

Alderman Larry Strother and Mayor Richard Grant were appointed to the Beach, Inlet, and Sound Advisory Committee.

Alderman Larry Strother and Alderman Kip Malcolm were appointed to the Topsail Island Shoreline Protection Committee.

Alderman Olszewski and Mayor Pro Tem Connie Pletl were appointed to the N.C. Coastal Resource Commission.

Mayor Pro Tem Connie Pletl and Mayor Richard Grant were appointed as the State and Federal Legislative Appointees. Discussion about keeping the appointed designees as the Mayor and Mayor Pro Tem will take place at the January meeting.

Alderman Malcolm and Mayor Pro Tem Connie Pletl were appointed to the United States Army Corp of Engineers EIS.

VII. MANAGER'S REPORT

Staffing Updates

Manager Derian congratulated Kim Weaver, former deputy finance director, on retirement and thanked her for her eighteen years of service. Weaver retired on November 26, 2025. Included in the agenda under *New Business* is an agreement with accompanying Contract Authorization Ordinance for a staffing agency to assist in the Finance Department. Manager Derian reported interviewing and testing to fill the Accountant 1 position is ongoing. The agreement will provide immediate assistance to the Finance Department and provides a temporary-to-hire option. Individuals are vetted and tested through this agency, and should the Board approve, someone is available to start immediately.

Potential Tropical Cyclone #8:

PTC#8 work will resume the first week of January 2026. The project is expected to be completed within 3 months.

GFL Cart Change Outs:

GFL will begin swapping trash and recycle carts on Wednesday, December 3rd. Each resident will receive new trash and recycle cart, and the existing carts will be removed. The Town has met with GFL to discuss the logistics of the process and have been communicating the process for this week. Manager Derian thanked Holly Ridge for allowing us to use their facility for cart storage. The Town anticipates completion of this project on Wednesday, December 10th. Crews for GFL will be working every day except Sundays.

Iworq Citizen Request Platform:

In 2024, the Town entered into an Agreement with iWorQ software, and part of this initiative is a citizen's report portal. The first phase of the software implementation was for beach patrol to pin and document items that were removed from the beach and citizen interactions. The second phase was for Public Works to start using internally for a work order system. The Town is ready to roll out the third phase, which is the public portal. The portal will allow citizens to submit issues, including photos and locations. The Town has created a tutorial for the new citizen request portal and has published it to the website. This portal will replace the old 411 citizen request form.

Stormwater Projects for Island Drive and Richard Peters Park:

The final construction documents are being finalized and have secured the encroachment agreement for the New River Inlet Road site with the Island Drive site still pending. These two projects were for a grant secured in 2023 and executed in June 2024 with the NC Dept of Public Safety, Division of Emergency Management for \$1,261,607.00.

Derian asked for a consensus from the Board to move forward with bidding the projects out after all documents are finalized. Manager Derian reported her intention to bid the project while waiting for the 2nd encroachment agreement and notify bidders that an agreement is pending. WK Dickson, now known as Ardurra, has been under contract to assist through the bidding phase. Manager Derian requested they provide a new proposal to handle construction administration and observation. The grant was written to include the Engineer's opinion of cost for construction plus a 5% inflation cost built in.

Pier Behind Fire Station:

The contract with RCP Marine is expected to be finalized this week. The project is expected to be completed within three weeks.

Crosswalks:

Staff have been asked to provide an update on crosswalks at the January meeting.

Events:

Manager Derian thanked everyone who attended the 4th annual Christmas tree lighting in November. She thanked staff, the Presbyterian Church Choirs, Girl Scout Troops Number 4298 and 203, Share the Table and the Karen Beasley Sea Turtle Hospital. She reminded the public about the community pantry set up in the Town Hall parking lot for anyone who wants to drop off nonperishable items. This pantry is on-site year-round.

VIII. OPEN FORUM

Frank Rochelle, 4221 Island Drive, spoke about handicap ramps at the Jeffries lot and speeding.

IX. CONSENT AGENDA

A. Approval of Minutes

November 7, 2025, Board of Alderman Special Meeting Minutes

~~B. Department Head Reports~~

- ~~1. Finance Department~~
- ~~2. Fire Department~~
- ~~3. Inspections Department~~
- ~~4. Planning Department~~
- ~~5. Police Department~~

C. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC <https://tispc.org/minutes/>
4. ONWASA
5. Parks & Rec Committee

D. NCTVS Motor Vehicle Refunds

Motion – Alderman Malcolm made a motion to approve the consent agenda with the removal of item B. Department Head Reports from the consent agenda and placed under continuing business. Alderman Barefoot seconded the motion. The motion carried unanimously.

X. CONTINUING BUSINESS

A. Department Head Reports

1. Finance Department

Wayne Johanessen, Finance Director, introduced himself to the board and offered to assist with any questions the board had.

2. Fire Department

Chad Soward, Fire Chief, how the Fire department creates their report.

3. Inspections

Inspections department was not present.

4. Planning Department

Planning department was not present.

5. Police Department

Bill Younginer, Police Chief, reported the Police department had increased their patrol since the part-time residents had vacated the island for the winter.

XI. NEW BUSINESS

A. Approval of Calendar Year 2026 Board of Aldermen Regular Meeting Schedule - Lexi Stanfield

Motion— Alderman Olszewski made a motion to approve the Calendar Year 2026 Board of Aldermen Regular Meeting Schedule. Alderman Malcolm seconded the motion. Discussion opened.

Alderman Olszewski requested the February meeting be moved to February 11, 2026, and the May meeting be moved to May 13, 2026.

Motion – Mayor Pro Tem Pletl made a motion to approve the Calendar Year 2026 Board of Aldermen Regular Meeting Schedule with the amended dates. Alderman Olszewski seconded the motion. The motion carried unanimously.

C. Beach Program - Mayor Grant, Chris Gibson

Mayor Grant reported that he has

C. Appointment of Three Check Signatories

The Board of Aldermen reported that two check signatories are currently still serving on the board. This included Mayor Grant and Alderman Olszewski. Alderman Strother volunteered to be the third check signatory. Alderman Olszewski volunteered to review the process with Alderman Strother.

Motion – Alderman Barefoot made a motion to appoint Alderman Strother as the third check signatory. Alderman Olszewski seconded the motion. The motion carried unanimously.

~~D. Discussion of Electric Bikes on the Beach – Alderman Olszewski~~

This item was removed from the agenda.

E. Amended Rules of Procedure - Chip Payson

Chip Payson, Town Attorney, reviewed with the Board the recommended Rules of Procedure. The Town is required to adopt a copy of their own Rules of Procedure, a document that establishes guidelines for the board on how to conduct themselves to ensure fairness, efficiency, and integrity. The Board provided Payson with feedback on the proposed Rules. Payson will return to the Board with further modifications.

F. Planning Board and Board of Adjustments Consolidation Discussion - Chip Payson

Attorney Chip Payson reviewed the statutes with the Board of Aldermen regarding the Planning Board and Board of Adjustments. Payson reported the Planning Board can perform the duties of the Board of Adjustments, but the Board of Adjustments cannot perform the duties of the Planning Board. The Board of Aldermen discussed the options and came to the consensus of leaving the two boards separated.

G. Obligations and Responsibilities of the Board - Chip Payson

Attorney Chip Payson reviewed the obligations and responsibilities of the Board and Mayor. He reviewed what authority lies in their power as a board, briefly touching base on the responsibilities and role of the Town Manager. North Topsail Beach is governed by a Council-Manager government. Payson reviewed the responsibilities and obligations of the Town Attorneys, open meeting laws, quorum, duty to vote, ethics, and training. He answered questions from the Board.

H. CA 2026-26.27 Contract Authorization for Roth Staffing Companies L.P. - Manager Derian

Town Manager Alice Derian presented the item. Derian explained the contract authorization and contract itself will allow the Town to contract out the Accountant I position until it can be filled. The contract does allow the Town to hire the contracted employee should they be a good fit. The staffing contract would also allow the Town the flexibility to utilize different employees should the need arise. Derian reported that the Finance department requires a second person, especially with the GWI contract ending at the end of January 2026. Signing a contract with Roth Staffing Companies, L.P. ensures internal controls and compliance remain. Manager Derian answered questions from Board members.

Motion – Alderman Strother made a motion to call to question. The motion did not receive a second.

Motion – Alderman Strother made a motion to approve the contract authorization and the contract with Roth Staffing Companies, L.P. Alderman Malcolm seconded the motion. The motion carried unanimously.

XII. OPEN FORUM

Rusty Walker, 115 Seagull Lane, congratulated the new board members and brought up concerns with the lack of reaction from the Board members on issues brought to them during public comment periods.

XIII. ATTORNEY'S REPORT

There was no attorney report.

XIV. MAYOR'S REPORT

Mayor Grant reported on the Onslow County Commissioners meeting, thanked the public for their support during the election, and announced ONWASA is replacing meters.

XV. ALDERMAN'S REPORT

Alderman Barefoot thanked the public for attending and wished everyone a merry Christmas. He emphasized to citizens his desire to serve the community.

Alderman Malcolm encouraged the public to support the Rotary Club, thanked the former board members for their service to the Town, and wished the staff, public, family, and friends a merry Christmas.

Alderman Strother thanked the public and encourage them to stay involved with the community.

Alderman Olszewski spoke about speeding within the Town, warned about pipes freezing, thanked the Fire Chief, and welcomed the new board members.

Mayor Pro Tem Pletl thanked Manager Derian and Staff and wished everyone a merry Christmas. She thanked the past board for the efforts in governing town. She announced that Jean Beasley, founder of the Karen Beasley's Sea Turtle Rescue and Rehabilitation Center, passed away on December 1, 2025.

XVI. CLOSED SESSION

Motion – Alderman Olszewski made a motion to go into closed session for item three (3) Attorney Client Privilege. Mayor Pro Tem Pletl seconded the motion. The motion carried unanimously.

Motion – Alderman Malcolm made a motion to return from closed session. Alderman Strother seconded the motion. The motion carried unanimously.

XVII. ADJOURNMENT

Motion – Alderman Olszewski made a motion to adjourn the meeting. Alderman Malcolm seconded the motion. The motion carried unanimously.