

Joann M. McDermon, Mayor
Tom Leonard, Mayor Pro Tem

Aldermen:
Mike Benson
Richard Grant
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

**Board of Aldermen
October 1, 2025
Draft Minutes**

I. CALL TO ORDER

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

II. INVOCATION

Alderman Pletl gave the invocation.

III. PLEDGE OF ALLEGIANCE

Alderman Benson led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Aldermen Benson made a motion to approve the consent agenda. Mayor Pro Tem Leonard seconded the motion. Aldermen Grant requested the finance report be pulled from the consent agenda and moved to Continuing Business. Alderman Olszewski requested Destruction of Records be pulled from the consent agenda and be moved to Continuing Business as well.

Motion— Alderman Olszewski made a motion to approve the consent agenda with the removal of the finance report and Destruction of Records letter of certification. Mayor Pro Tem seconded the motion. The motion carried unanimously.

V. MANAGER'S REPORT

Staff Updates

Manager Derian welcomed Mr. Brady Golden as the Town's new Planner 1. Manager Derian acknowledged Mr. Golden's certification as a Certified Zoning Official and Certified Floodplain Manager and gave a brief background of his work history. The Finance Officer is scheduled to come on start later in October. The Accountant 1 job description and budget amendment have been prepared and provided under the Consent Agenda.

Beach Projects and Operations

Beach Access Mating

Manager Derian reported at the last meeting about the beach access mating that was installed at Jeffries Access and has received a lot of feedback since its installation. She reported that she would be moving forward at this time with securing permitting for Jenkins Way access, at 1294 New River Inlet Rd.

Potential Tropical Cyclone #8:

Work continues to be on pause for the season effective May 2nd. The project remains at the CRC level with FEMA. Engineer, Fran Way and Manager Derian have been in communication concerning the upcoming work plan with the contractor to resume the PTC#8 dune project. Once this is finalized, the project page will be updated, and announcement will be made.

Hurricane Humberto and Tropical Storm Imelda

On September 25, 2025, North Topsail Beach started posting information about pending storms that became Hurricane Humberto and Tropical Storm Imelda. Updates have been provided during these events. North Topsail Beach has been advising citizens of the high rip current risk at this time that will likely continue into the weekend.

Manager Derian reported the next Hurricane Community Forum is scheduled for October 9th at 6:30pm at Town Hall. Manager Derian will be in attendance along with the National Weather Service, Onslow County Emergency Management, and our utility partners.

Communications:

Staff have been working on a communications publication that will be going out on various initiatives and key dates to plan regarding operations.

October 19th - Public Works will be facilitating the vegetative debris pick-up. All vegetation must be placed on the roadside or one week before this date.

October 28th – GFL will be conducting the semi-annual fall bulk pick up. The Town will have a flyer that will be distributed that lists acceptable items.

October 22nd – Manager Derian reported that she secured the sponsorship for our 3rd annual Howl O Ween event at Richard Peters Park. She thanked Pets Supplies Plus who agreed to sponsor this pet parade and costume contest event. This is a free event open to everyone. Entry fee is a non-perishable item for Share the Table. North Topsail Beach will have a cash 50/50 raffle where all proceeds go to Paws 4 Purpose.

November 19th – Our 4th annual Christmas Tree lighting is scheduled to be held at Town Hall at 6pm. Public Works has expanded the decking area around the tree this year to allow families more room to gather around the tree for pictures. Manager Derian has coordinated with two girl scout troops this year (4298 and 203) who will be serving hot cocoa, and the Sneads Ferry Presbyterian Church Choir. The Town will also have pictures with Santa, cookies, and face painting.

In 2024 the Town entered into an Agreement with iWorQ software platform and part of this platform is the citizen engagement practice. Manager Derian announced the Town plans to roll this platform out this month. This will be a public portal and mobile application to allow citizens and internal customers to submit problems, including photos and locations. The Town is finalizing a tutorial that will be rolled out with the application announcement.

Public Works Roof Status:

The Public Works Supervisor has reached out to four contractors for proposals on a new roof. To date, the Town has received two proposals with one who has withdrawn. When the Town has enough viable quotes to consider we will move forward accordingly.

Services of Off-Duty Officers:

Historically, the Town has been favorable to off-duty officers providing services to outside entities such as Topsail Dunes; however, there is no contract in place. The only reference acknowledging these services is what has historically been included in the fee schedule for off-duty officers and vehicles. Off Duty Officers & Vehicles Services of Off Duty Officer fees are \$40.00 per hour per, Officer Services of Accompanying Vehicle \$75.00 per vehicle assigned and a cancellation Fee of \$60.00. The Town's attorneys have been reviewing state statutes to determine if law enforcement working a secondary job is permitted and staff have been advised not to engage in security services as there is no contract in place. Manager Derian reported that if it is the Board's desire to engage in these types of services, there needs to be a written contract in place before any services are provided, and the Town needs to ensure that it's being reimbursed for full expenses, which will require updating the fee schedule. If the Board desires to allow these services, they will need to direct the attorney to prepare a contract for review and consideration and need to revise the fee schedule. Manager Derian reported that Grade 17 (Deputy Fire Chief, Police Captain) Hiring rate is \$57,518.00, the mid-point \$73,336.00 and maximum \$89,153.00.

VI. OPEN FORUM

Kip Malcolm, 3102 Green Street, shared reminders about the upcoming debates, Meet the Candidates event, and voting dates. He spoke about community concerns and needs and encouraged citizens to vote.

VII. PUBLIC PRESENTATIONS AND HEARINGS

There were no public presentations or hearings.

VIII. CONSENT AGENDA

- A. Approval of Minutes
- B. Department Head Reports
 - ~~Finance Report~~
- C. Committee Reports
- ~~D. Destruction of Records~~
- E. Coastal Engineer Monthly Report
- F. Budget Ordinance Amendment 2026-26.17 Fund 10 Accountant I
- G. Budget Amendments 2026-26.18 Fund 50, Budget Ordinance Amendment 2026.26-19 Fund 12 Fire Station 2 WB Brawley CO 9
- H. July 2025 NCVTS Refunds

Motion— Alderman Pletl made a motion to approve the consent agenda as presented. Mayor pro Tem Leonard seconded the motion. The motion carried unanimously.

IX. CONTINUING BUSINESS

A. Police Report

Chief Younginer reported on accidents and speeding complaints received. He offered ways to address the speeding concerns. Mayor Pro Tem Leonard and Alderman Olszewski confirmed they had also received complaints about speeding. Alderman Olszewski asked about additional measures the Town could take to address the concerns.

B. Fire Report

Chief Soward reported numbers are decreasing. There were 47 calls over the course of the month. 43% of the calls were for EMS services and 57% of the calls were for fire services. Chief Soward announced Fire Prevention Week is October 5 -11, 2025. He urged citizens to visit the NFPA website (www.nfpa.org) to learn more. October 11th the Fire Department will host their Fire Prevention event at Richard Peters Park from 10AM-1PM. Chief Soward reported there have been no major water rescues. Alderman Olszewski suggested adding the event to the town website. Chief Soward answered questions from the Board.

C. Finance Report

Alderman Grant requested further information for item #4 in the finance report and asked counsel to assist staff in providing that information at a future meeting. He also asked to review item #6 and review the original payment agreement for the construction of the fire station. Alderman Grant asked to get an update on the completion and cost of the building so far.

D. Cross Walk Inspection Report (Chris Huckaby)

Christopher Huckaby, Public Works director, provided the Board with the overall findings for potentially new crosswalks. Huckaby recommended six potential sites and provided the Board with his reasonings behind each site, including the distance between the nearest current crosswalk. Huckaby reported there were a few grants the Town could apply for to get reimbursement for the crosswalks. Huckaby reported he would come back to the Board at a future meeting to with estimated costs. Alderman Benson recommended a four-way stop at New River Inlet Rd and Sea Gull Lane intersection. Alderman Olszewski spoke about the traffic at the intersection of Boatman Drive and Sea Gull Lane. Mayor Pro Tem Leonard vocalized his support for the four-way stop. Alderman Olszewski requested design plans, cost estimates, maintenance budget, etc. for a future meeting for the Board to come to a consensus.

E. Destruction of Records (Alexis Stanfield)

Alexis Stanfield, Clerk to the Board, provided a brief summary of the documents that were destroyed and stated the agenda item is strictly for recording purposes. Alderman Olszewski asked questions regarding the record retention schedule, electronic record retention schedule, and the difference in retention of different record. Stanfield reported to the Board she followed the current record retention schedule adopted by the Board and that there was no current electronic record retention schedule. Stanfield reported she is working on updating the current retention schedule and creating an electronic record retention schedule, that will need to be submitted to North Carolina State Archives for approval prior to the Board approving it.

X. NEW BUSINESS

A. BISAC Presentation (Larry Strother and Chris Gibson)

Larry Strother, BISAC Chairman, provided a brief introduction to Mr. Chris Gibson. Gibson, Coastal Engineer with TI Coastal, provided a slide presentation for the North Topsail Beach Renourishment Phases 1, 2, and 3. In his presentation, Gibson presented the project purpose, discussed the beach fills, dune reconstruction, and the measurements being taken to protect the dunes in the future. He reviewed the original 2013 scope of work for the project versus its current design. He provided an explanation for the sand analysis done and the sand chosen. He reviewed the project magnitude and contract cost. The project will wrap up around April 2027. Gibson answered questions from the Board.

B. Tim Foster's, Onslow County Commissioner Chairman, Update on County Issues Alderman Grant)

Alderman Grant introduced Tim Foster from Onslow County and thanked him for being at the meeting and the funding from Onslow County. Tim Foster reported the relationship between Onslow County and the Town is vital, not only for the people but for the economic well-being of the County. Foster reported that tourism from the area brings in millions of dollars that goes towards not only the town but the County. He informed the Board and public that Onslow County will be investing \$1.5 to improve beach access. Over \$500,000.00 has been given back to the Town through property tax rates. Foster emphasized the area's characteristics and history are important and brings growth. Foster reported North Topsail Beach area is seeing the most growth within the County. There are talks among the County Commissioners Board of establishing satellite county offices in the area, so citizens have better access to county services closer to home. The County is also working on establishing a strategic fire plan to further services and safety on the island. The County's five-year strategic plan will be their guiding plan for their budget. Foster encouraged the Board to plan meetings with the County Commissioners to further the relationship between the two. Alderman Grant presented Tim Foster with a flag from Ocean City's Jazz Festival.

XI. OPEN FORUM

Mark Barefoot, 246 Sand Piper Drive, announced he was running as a write-in candidate for the Board of Aldermen and thanked the Board for looking into adding more crosswalks in town.

Kip Malcolm, 3102 Green Street, thanked Tim Foster and asked questions regarding the Record Retention Policy North Topsail Beach has.

XII. ATTORNEY'S REPORT

Attorney Payson had no report to share.

XIII. MAYOR'S REPORT

Mayor McDermon thanked everyone for coming and encouraged citizens to attend the upcoming debates.

XIV. ALDERMEN'S REPORT

Alderman Benson spoke about the upcoming debate being facilitated by Alderman Olszewski. He stated he would not be a part of that debate.

Alderman Olszewski reminded the public that there are three alderman seats and the mayor seat up for election this year. She provided the Public with information about early voting. She stated she would be facilitating the debate as a private citizen. Alderman Olszewski reminded the Public that the date would be at Town Hall tomorrow evening from 6-8PM and explained the structure of the debate.

Alderman Grant reported ONWASA's report of 25% loss and almost 100 leaks identified. He announced he would be at the debate and provided the Public his beliefs on why the debates are necessary.

Mayor Pro Tem Leonard thanked Chris Gibson and Tim Foster for coming to the meeting. He reminded the Public that Real Housewives of Topsail Island's bike ride would be on October 4, 2025. He provided the Board and the Public with a CBRA update. He reported he'd met with Congressman Murphy's office, Representatives for Senator Budd and Tillis, staff from the House Natural Resources Subcommittee on Water, Wildlife, and fisheries, and the Director and Chief of Staff for the U.S. Fish and Wildlife Service. Mayor Pro Tem Leonard reported his overall impression is that the Director of U.S. Fish and Wildlife and his staff are sincere, and given the direction of the current administration, will conduct a thorough look to determine what they can do to assist with our efforts to get our areas removed from the CBRA. He also vocalized his opposition to a sitting Alderman being the facilitator for the upcoming debate and state he would not be attending.

XV. CLOSED SESSION

Motion—Alderman Olszewski made a motion to go into closed session for N.C.G.S 143-318.11a (6) Personnel and item (3) Consultation with the Attorney. Mayor Pro Tem Leonard seconded the motion. The motion carried unanimously.

Motion—Alderman Olszewski made a motion to return from open session. Mayor Pro Tem Leonard seconded the motion. The motion carried unanimously.

A. Request Approval of Town Maintenance and Repair of Grant Drive Public Pier and Observatory-style Gazebo (Deb Hill)

Deb Hill, Planning Director, provided an overview of the history of the property. She explained the wording of the original site plan caused confusion in the past on who owned and maintained certain areas. Hill asked the Board to formally approve the responsibility of the public pier and gazebo. Hill answered questions from the Board.

Motion—Mayor Pro Tem Leonard made a motion to accept responsibility for the repair and maintenance of the public pier and gazebo on Grant Drive at Dolphin Shores. Alderman Grant seconded the motion. The motion carried unanimously.

XVI. ADJOURNMENT

Motion—Mayor Pro Tem Leonard made a motion to adjourn the meeting. Alderman Grant seconded the motion. The motion carried unanimously. The meeting adjourned at 2:11PM.

Joann McDermon, Mayor
Board of Aldermen

Alexis Stanfield, Clerk