

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 Special Meeting
November 7, 2025
Draft Minutes**

I. CALL TO ORDER

Mayor McDermon called the meeting to order at 11:02AM.

II. INVOCATION

Alderman Grant gave the invocation.

III. PLEDGE OF ALLEGIANCE

Alderman Olszewski led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Aldermen Pletl made a motion to approve the consent agenda. Alderman Grant seconded the motion. Aldermen Grant requested the finance report be pulled from the consent agenda and moved to Continuing Business.

Motion— Alderman Olszewski made a motion to approve the agenda with the removal of the finance report from the consent agenda and added to continuing business as item F. Alderman Grant seconded the motion. The motion carried unanimously.

V. MANAGER'S REPORT

Staff Updates

Manager Derian welcomed Mr. Wayne Johannessen, who officially started his role with the Town as Finance Director. Mr. Johannessen, most recently worked with Duke University as their Grants and Contracts Manager and has extensive experience in financial management and reporting. Manager Derian also welcomed Ms. Donna Sayre, who recently started as the new Permit Specialist/Deputy Town Clerk. Ms. Sayre most recently served the Town of Burgaw as their Community Development Coordinator and has worked as a paralegal for municipalities. Manager Derian reported the accountant 1 position remains open and the Town is continuing to accept applications with one round of interviews and testing conducted.

Beach Projects and Operations

On October 9th, the Town started to see effects from the northeaster that was impacting the area throughout the latter part of the week into the weekend. This event prompted some

property owners to contact the state for emergency permitting late Friday afternoon. Monday morning, staff started removing debris washed up on the beach and those efforts continued throughout the week. Manager Derian reported that she had reached out to Engineer Fran Way to request a dashboard assessment of beach erosion, and staff worked to send pictures to the Division of Coastal Management. Manager Derian provided the dashboard assessment to the Board.

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. work plan with the contractor to resume the PTC#8 dune project. The contractor is scheduled to mobilize the first week of January 2026, and the project is expected to be completed within 3 months. They will pick up where they left off in the topsail dunes area and continue working north to place sand that was surveyed as lost during this event. The project page has been updated.

Old FEMA Projects

The Town has continued to work on closing out old FEMA projects and that has remained a priority. Manager Derian received news this week that FEMA is in the process of closing old projects. Specifically, CAT G for Dorian and CAT B for Florence. As soon as the Hurricane Dorian project is closed, official closure will begin with the Hurricane Florence project.

Events

Manager Derian thanked the public for attending the 3rd annual Howl-O-Ween Pet Parade and Costume Contest at Richard Peters Park. She thanked staff for assisting in the setup and take down of the event, Pet Supplies Plus for sponsoring the event, and the Board of Aldermen for judging the costume contest.

Manager Derian reminded the public that the 4th annual Christmas Tree Lighting is scheduled to be held at Town Hall on November 19th at 6:00PM. Public Works has begun installing the snowflakes on the poles for the holiday season. The Christmas tree will start to go up next week in time for the festivities on the 19th.

VI. OPEN FORUM

Susan Meyer, 2224 New River Inlet Road #138, announced her resignation from the Planning Board and Board of Adjustments following the election of an unnamed upcoming Alderman.

VII. PUBLIC PRESENTATIONS AND HEARINGS

A. GWI Contract Update

Beth Wood reported that GWI identified issues with the invoicing process and created a form to help streamline the process. Debra Mack has worked closely with the new finance director to train him and handle the transition from GWI to internal financing. Debra Mack has assisted the Clerk and Finance Director interviewing applicants for the new Accountant I position. Wood reviewed the FEMA projects GWI has been working

on. Woods reported that Accounts Payables pay 30-70 invoices per week. GWI has been working closely with the auditors and believe the auditors presentation will be presented on time. GWI identified some issues with Fixed Town Assets listing. The finance director is working on rectifying this issue. GWI has collected the W9 tax forms from vendors and believes the 1099 forms are ready to be sent out. Alderman Grant asked that Debra Mack report back her estimated timeline for FEMA reimbursements. Woods informed the Board that the government shutdown might delay the reimbursement. Mayor McDermon requested Manager Derian review the tuition reimbursement with department heads. Alderman Olszewski asked if staff have access to budget workbooks. Woods reported staff have access as the workbooks are located on the Town's server.

VIII. CONSENT AGENDA

- A. Approval of Minutes
- B. Department Head Reports
 - ~~Finance Report~~
- C. Committee Reports
- D. NCVTS Refunds

Motion— Alderman Grant made a motion to approve the consent agenda with the Finance Report removed. Alderman Olszewski seconded the motion. The motion carried unanimously.

IX. CONTINUING BUSINESS

- A. BA 2026-26.25 Fund 30 Dial Cordy EIS Amendment

Manager Derian provided the Board with background information for the item. Steve Dial informed the Board that the Army Corp of Engineers controls the timeline of the project. The last formal timeline update received by Dial Cordy suggested the permit application decision would be available by summer 2026. The Board vocalized their frustration with the wait time, citing the Army Corp of Engineers response that Dial Cordy was the cause for the wait time.

Motion – Alderman Grant made a motion to approve the item. Alderman Olszewski seconded the motion. The motion carried unanimously.
- B. CA 2026-26.26 Contract Modification for Inlet Management Plan EIS – Dial Cordy – Manager Derian/Engineer Way

Motion – Alderman Grant made a motion to approve the item. Mayor Pro Tem Leonard seconded the motion. The motion carried unanimously.
- C. Monthly Coastal Engineer's Report

Engineer Fran Way provided an overview of the beach projects. Way reported that all shorelines have been worked on this or are expected to be worked on in the upcoming year. Way informed the Board that 77,000 cubic yards of sand have been allocated to the beaches. Phase 5 of the mitigation project restored 3.5 miles of beach. Phase 4 of the project was reported to have held up well during the last few storms North Topsail Beach has endured. Way reported that Phases 1, 2, and 3 will be a large renourishment project. Area DA_0143 will cover more than five miles worth of sand, with 1.9 -2.6 million cubic yards of sand to be allocated to that island.

D. Fire Report

Chief Soward presented the fire report. There were fifty-two days within the report. 52% of calls received were for fire, 48% were for medical attention. There were sixty-four reports in total. The fire department has applied for a FEMA grant for a boat.

E. Police Report

Chief Younginer reported there were 178 calls within the reporting period. Twenty-nine citations were issued, 119 reports, 1667 security checks, and twenty-three arrests. Younginer spoke about the county drone program. He reported that North Topsail Beach does not have issues with e-bikes.

F. Finance Report

Manager Derian answered questions from the Board members regarding the finance report. Board members do not need to sign ACH checks.

X. NEW BUSINESS

A. Snowflake Light Project Update – Alderman Olszewski

Alderman Olszewski asked Chris Huckaby, Public Works Director, about a budget amendment to increase funds for the snowflake lights. Huckerby reported that costs had increased since Public Works had to replace twenty (20) snowflakes as the salt air causes them to break faster.

B. BA 2026-26.20 Fund 10 Police Buildings Public Works

This item covered moving money from the contingency fund for the maintenance and repair of the equipment and roof repair.

Motion – Alderman Pletl made a motion to approve BA 2026-26.20. Alderman Grant seconded the motion. The motion carried unanimously.

C. CA 2026-26.21 Contract Award to Maven Roofing Public Works Roof Project 25-003

Alderman Olszewski asked if the building was structurally sound or if a different request was needed instead of a new roof. Chris Huckaby, Public Works Director, explained it depended upon the use of the building. Manager Derian suggested the Board review cheaper options until a plan for the Public Works building has been made. Alderman Pletl stated she felt a new building would be necessary. Alderman Olszewski suggested Huckaby return with cheaper options.

Motion – Alderman Pletl made a motion to approve CA 2026-26.21. She later withdrew her motion without a second.

D. BA 2026-26.22 Fund 30 Amended TI Coastal and Maynard Nexsen

Alderman Grant requested Chris Gibson speak on this item. Gibson provided the Board with an update of DA-0143. He reported that Wildlife Resources have taken over the project to evaluate wildlife on the island. The Town hopes to have permits by May 2026 for the project and aims to have dredging preparation done over the summer.

E. CA 2026.26-23 Contract Award to TI Coastal Annual Monitoring

Motion – Alderman Olszewski made a motion to approve CA 2026.26-23. Alderman Pletl seconded the motion. The motion carried unanimously.

F. CA 2026-26.24 Contract Award to RCP Marine Dolphin Shores Public Access Pier

Motion – Alderman Grant made a motion to approve CA 2026-26.24. Alderman Benson seconded the motion. The motion carried unanimously.

XI. OPEN FORUM

Mark Barefoot, 246 Sand Piper Drive, reminded the public of the upcoming Gobble Wobble and that the election results have not been certified yet.

Jake Durrell, 2182 New River Inlet Rd #208, spoke about flood mitigation assistance.

Phyllis Umbarger, 136 Seagull Lane, spoke about intimidation by upcoming Alderman.

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 Pletl thanked the public for the kind words regarding a family matter.

Mike Benson thanked the public for attending.

Alderman Olszewski announced voting had ended and spoke about the snowflakes.

Alderman Grant thanked the public for attending.

XV. CLOSED SESSION

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

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

Motion – Mayor Pro Tem Leonard made a motion to approve a 10% performance bonus to Manager Derian. Alderman Benson seconded the motion. Mayor Pro Tem Leonard, Alderman Benson, Alderman Grant, and Alderman Pletl voted in favor of the motion. Alderman Olszewski voted in opposition of the motion. The motion carried 4-1.

XVI. ADJOURNMENT

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

Richard Grant, Mayor
Board of Aldermen

Alexis Stanfield, Clerk