



**BOC ACTIONS  
WEDNESDAY, NOVEMBER 1, 2017**

1. Call to order - Mayor Edwards called the meeting to order at 9:00 a.m.
2. Agenda – The Board approved the agenda as presented.
3. Recognition

Earl Murray Jr Employee of the Year Award nominees introduced by Dept Heads:

Administrative Services, Amy Miller, introduced nominee Brittany Phillips  
Planning & Development, Kelly Wyatt, introduced nominee Ed Snyder  
Public Works, Ralph Barile, introduced nominee Deronte White  
Fire Dept, Kevin Zorc, introduced nominee Christopher Trembly  
Police Dept, Kevin Brinkley, introduced nominee Michael Alvarez

Presentation of Franklin Delano Roosevelt Chair from Buchanan Cottage

The Board formally accepted the Franklin Delano Roosevelt chair, gifted from the Buchanan family, into the Town of Nags Head. A letter of appreciation is to be prepared/forwarded to the Buchanan family.

Nags Head Woods Annual Report - Report was presented by Nags Head Woods Steward Aaron McCall

4. Public Comment - No one present wished to speak during Public Comment.
5. Consent Agenda – The Consent Agenda was approved as presented and consisted of the following:  
Consideration of Budget Adjustment #5 to FY 17/18 Budget  
Consideration of Tax Adjustment Report  
Approval of Minutes  
Ratification of Town Manager's 2017 – 2019 Contract  
Request for public hearing to consider text amendments to the Town's Stormwater Mgmt Ordinance
6. Project Updates – FOCUS UDO Technical Committee – Dep Town Manager Andy Garman reported that the FOCUS UDO Project is progressing well and stated that the next set of draft articles is in review.
7. Planning Board Report – Dep Town Manager Andy Garman summarized the Oct 17<sup>th</sup> Planning Board meeting on behalf of Chair Mark Cornwell: the list of stormwater text amendments was discussed and approved.
8. From Oct 4<sup>th</sup> Board meeting – Debris yard/bulk pick-up changes - It was Board consensus to bring back the Debris Yard/Bulk Pick-up Policy which describes a one-day permit use and the ordinance with the paragraph concerning a 30-day special use permit deleted – prior to the end of today's meeting for Board consideration.
9. Committee Reports – Comr. Ratzenberger presented the Oct 23<sup>rd</sup> Shoreline Management Committee meeting report and the Oct 25<sup>th</sup> Albemarle Rural Planning Organization meeting report.

Police Chief Brinkley reported that the Community Watch Christmas Luncheon has been scheduled for Dec 7<sup>th</sup> at 12:30 pm at Lone Cedar Café on the Nags Head/Manteo Causeway.

On behalf of the Board, Mayor Edwards thanked Comr. Ratzemberger for serving in the capacity as representative for the Town in the Albemarle Rural Planning Organization for the past four years.

**10.** Comr. Cahoon – Local Business Committee - The recent Local Business Committee meeting was well attended. Landscaping/buffering ordinances were discussed – The committee forwarded notes to the FOCUS UDO Technical Committee and to the Planning Board for consideration. The Committee also discussed dormitory housing – a concept committee members were supportive of.

**11.** Consideration of “Tobacco-Free Campus” Policy – The Board resolved to adopt the policy (affecting employees) in support of the Tobacco-Free Campus which is a part of the Personnel Policy – with the corrections identified. An ordinance establishing a Tobacco-free campus (affecting the general public) is to be brought forward for the Board’s consideration at the Dec 6<sup>th</sup> meeting.

**12.** Consideration of Personnel Policy – The Board resolved to adopt the Personnel Policy with modifications to the following sections:

- Article IV, Sec 2 (Maintenance of the Pay Plan)
- Article II, Page 3, Line 42 (Part-time Employee)
- Article IV, Sec 3 (Pay for Temporary and Part-Time Work)
- Include “Guardian/Ward” in Immediate Family definition

**13.** Attorney Leidy – Attorney Leidy complimented the Town for the work on the Board Room.

**14.** Town Manager Ogburn – Project Updates

Bonnett Street Bathhouse Project - Town Engineer David Ryan displayed photos of the construction taking place at the Bonnett Street Beach Access; work on the bathhouse/decks is currently ahead of schedule.

Conch Street Project - Town Engineer David Ryan explained about the pilot test project installed at the Conch Street Ocean Outfall; funding for long-term maintenance projects was reduced by the State and now the pipe serves as a straight pass-through.

2018 Beach Nourishment Project - Town Manager Ogburn reported that they are currently still on track for a 2018 project – they hope for FEMA funds from Hurricane Matthew in Jan 2018. Town Engineer Ryan explained that there are a lot of moving parts with this project which make determining a schedule difficult. He would like to go to bid in the Mar 2018 timeframe with responses received by May 2018; he does not want to put it out to bid until the State and Federal permits are in hand. An additional borrow area will allow for a quicker project this time compared to the 2011 project.

**15.** Town Manager Ogburn – Stormwater update – Town Engineer David Ryan reported/summarized this past week’s first Stormwater Committee meeting – members were very engaged; staff has developed a stormwater informational brochure that will be posted on the Town’s web site; bids received for stormwater projects are to be opened this week; staff consulted with the engineers/consultants who are working on the stormwater master plan. The next meeting is Nov 27<sup>th</sup>.

**16.** Continuation from Agenda Item G-1 – Debris yard/bulk pick-up (#8. above) - The Board adopted the debris yard/bulk pick-up ordinance as modified/displayed on screen.

**17.** Town Manager Ogburn - Presentation of FY 16/17 Annual Report - Town Manager Ogburn introduced the video with his presentation of the FY 16/17 Annual Report which was well received by Board members. He noted that the video is also posted to the Town's web site.

Comr. Ratzenberger does not want to lose the old report format with all the data. Mayor Pro Tem Walters asked that total recycle collected figures be included in the video.

**18.** Town Manager Ogburn - Discussion of closure of W Morning Dove Ct and release of associated easements – He explained that two of the four adjacent property owners have asked the Town if it would be willing to vacate the street. It was Board consensus to explore the minimum conveyance of property on W Morning Dove Court that would alleviate the hardship of a corner lot and to research what the Town can and cannot do in this situation – and to return to the Board for further discussion.

**19.** Comr. Cahoon - Commercial uses in residential areas – She reported that some citizens have expressed their concern to her re: Bed and Breakfast located in residential areas; she questioned if the Town was being proactive in this area. Town Manager Ogburn reported that in Nags Head Pond there was a house operating as a Bed and Breakfast which had violation issues. The Town's Building Inspection and Code Inspection met with the property owner and the house is no longer in that program.

**20.** Comr. Cahoon – King Tides - The Virginian Pilot recently printed articles on upcoming King Tides – higher than normal tides – in Nov (Nov 5 - 6) and in Dec. She wanted to make sure the Town was aware and kept up to date in order to be prepared.

**21.** Comr. Cahoon - Summer sanitation schedule – She brought forward as a concern the schedule of one day a week refuse pick-up – she asked if one day/week trash pick-up after Oct 1<sup>st</sup> was working?

**22.** Town Manager Ogburn – he thanked Fire/Ocean Rescue for being wonderful hosts during the housing of the Board of Commissioners meetings the past few months.

**23.** Closed Session - The Board entered Closed Session to discuss the acquisition of property located at 9828 E Surfside Drive and to consider Earl Murray Jr Employee of the Year honorarium at 12:13 p.m.

**24.** Open Session - The Board re-entered Open Session at 12:51 p.m.

**25.** Adjournment - The Board adjourned at 12:52 p.m.