



**BOC ACTIONS**  
**WEDNESDAY, JANUARY 8, 2025**

- 1.** Call to order - Mayor Cahoon called the meeting to order at 9 a.m. A moment of silence was followed by the Pledge of Allegiance. Mayor Cahoon asked that thoughts be given to those communities in California devastated by wildfires.
- 2.** Agenda – The Board approved the Jan 8<sup>th</sup> agenda as presented.
- 3.** Public Comment - Shelly Blackstone, owns property in Nags Head; she mentioned the recent State Bill that included a provision for relief for victims of Hurricane Helene and also included a down-zoning provision that was not made transparent to the public; she asked if municipalities could work together, possibly with a lobbyist, to work on getting the legislature to be more open to the public.
- 4.** Consent Agenda – The Consent Agenda was approved as presented and consisted of the following:
  - Budget Amendment #8 to FY 24/25 Budget
  - Tax Adjustment Report
  - Approval of Minutes
  - Annual Audit Contract
  - Capital Project Fund Ordinance Amendments:
    - Amendment #6 to Capital Project Fund (General) for Public Services Complex
    - Amendment #4 to Capital Project Fund (Water) for Public Services Complex
- 5.** Public Hearing - to Consider a Special Use Permit/Site Plan Amendment for the Soundside Event Site – The Board sat as a quasi-judicial body in this case. Mayor Pro Tem Siers was excused due to a possible conflict as he had discussed the site plan as a member of the Dare County Tourism Board. The Board passed a motion to approve the Special Use Permit/Site Plan Amendment for the Soundside Event Site as presented.
- 6.** Planning Director – The monthly update from the Planning Director was presented by Director Kelly Wyatt.
- 7.** Committee Reports  
Comr. Lambert – The Septic Health Committee will meet on Jan 27<sup>th</sup>; the Government Access Channel Committee will meet on Jan 28<sup>th</sup> with reports to follow at the Feb 5<sup>th</sup> Board meeting.  
  
Mayor Cahoon – The Jennette’s Pier Advisory Committee did not meet this month.  
  
Comr. Sanders – Planning Director Kelly Wyatt continues to provide updates on the Estuarine Shoreline Management Plan Committee.
- 8.** Appointments/Reappointments to Town Boards/Committees - The Board reappointed both current sitting BOA Chair and Vice-Chair members, Margaret Suppler as BOA Chair and Bobby Gentry as BOA Vice-Chair. The Board also appointed Rob Snyder as alternate on the Board of Adjustment.
- 9.** Employee Service Awards – The Board approved the modification to the Personnel Policy with the proposed revised Employee Service Awards as presented.

- 10.** Town Manager Garman – The Board passed a motion to accept the offer from the NC Land & Water Fund for a grant award in the amount of \$500,000 for the Harvey Soundside Access/Soundside Event site – Living Shoreline - as presented.
- 11.** Public Services Facility – Town Engineer David Ryan provided an update on the new Public Services Facility construction. The past month was focused on the site work – most of which is expected to be completed by the end of January.
- 12.** Mayor Cahoon - On behalf of the Board, Mayor Cahoon expressed his appreciation to the 14 who submitted applications to fill the vacant Board seat. He stated that the Town is fortunate to have so many qualified and interested residents to serve in former Comr. Brinkley’s seat until the next election. There is no deadline for this process and the Board anticipates taking action at its next regular meeting.
- 13.** Town Manager - Town Manager Garman invited Board members to attend the Town-wide Staff meeting scheduled for Fri, Feb 21<sup>st</sup> at 11:30 am at Jennette’s Pier; lunch will be included.
- 14.** Town Manager - Town Manager Garman mentioned the sign issue brought up by Mayor Pro Tem Siers at the December Board meeting after he was contacted by some builders re: tagging signage for removal in yards when working on a house/structure. Manager Garman said that he would like to have Planning Director Kelly Wyatt provide some background/presentation at the Board’s Feb meeting. Board members concurred with Manager Garman.
- 15.** Annual Audit Report - Dep Town Manager/Finance Officer Amy Miller presented the Annual Comprehensive Financial Report, distributed to Board members prior to the meeting. She introduced Emily Mills from Potter & Company, attending via the Zoom Platform, and thanked her for her professionalism and expertise in the Town’s recent audit. Ms. Mills briefly reviewed the Town’s Annual Comprehensive Financial Report and expressed her appreciation for Finance Officer Amy Miller, Dep Finance Officer Brooke Norris and their staff for a job well done. Ms. Mills reviewed confirmation of receipt from the Local Government Commission (LGC) and there were no items from the LGC for the Town to respond to. A Certificate of Achievement for Excellence in Reporting was received this year and has been since 2016.  
  
On behalf of the Board, Mayor Cahoon thanked Auditor Emily Mills and her staff as well as Finance Officer Amy Miller and her staff for the work done on this year’s audit, for the positive feedback from the LGC, and the Excellence In Reporting Certificate.
- 16.** Closed Session – The Board entered Closed Session to consider a personnel matter pursuant to GS 143-318.11(a)(6). The time was 10:03 am. The Board re-entered Open Session at 10:37 a.m.
- 17.** Town Manager – Town Manager Garman presented the revised Pay Plan which the Board approved as presented.
- 18.** Adjournment - The Board recessed to a meeting on Wed, Jan 22<sup>nd</sup> at 9 am in the Board Room, followed by a Water Rates Workshop. The time was 10:38 a.m.