

Tab 1



ORIENTAL TOWN BOARD RETREAT

Friday, March 2, 2018 at 8am
507 Church Street, Oriental, NC
Mayor Sally Belangia Officiating

6 The Town Board of Oriental Town Board Retreat was held on Friday, March 2, 2018 was called to order at 8:26am.
7 The Mayor Sally Belangia determined a quorum to be present.

8

9 Present: Mayor Sally Belangia, Mayor Pro Tempore White, Commissioner Overcash, Commissioner Price,
10 Commissioner Simmons, Commissioner Dammeyer, Town Manager Diane Miller, Deputy Finance Director Tammy
11 Cox, Administrative Assistant Jeannine Russo, Officer Nic Blayney and Members of the Public.

12

13 Manager Miller stated this is a broad view of which projects do we want, which projects do we need, where do you
14 want us to go when we start putting budget together. We are a little behind what was budgeted for last year due to
15 amount of staff, unexpected priorities popping up.

16 Water Budget is a little tight, some high dollar unexpected repairs. We have had no water quality complaints since
17 changing to green sand. Size of retention tank has been doubled, added another retention tank so chemicals dissipate
18 before they go to the creek. Andrew Cox has repainted and re-labeled everything in the plant, in very good shape
19 now. Testing procedures have been changed. Many are done in house, saves money. There has been an increase in
20 cost of testing materials.

21 Manager Miller gave an example of customer that had a significant leak of 377,000 gallons. Manager Miller is
22 researching the time frame from when the leak was known to when it was repaired.

23 When we go to budget, there will be adjustments to Chapter S (Fee Schedule) and other policies, personnel policies
24 that may still reference Police Chief or Town Administrator which may need to be purged out. Manager Miller is
25 required to present a balanced budget by June 1. Additional meeting end of June to clean up our books (match bank
26 statement to paperwork). Can move money if needed, up to \$1,000 without Board approval. The Board is required to
27 approve it or a continuing Resolution by July 1.

28 **Manager Miller introduced Marsha Paplham, Chair of the Tourism Board**

29 Ms. Paplham thanked and praised her Board and Manager Miller for being their new liaison. She presented the
30 Strategic Plan that is done every few years – what they would like to do and how they will do it. The goal is to get
31 businesses and nonprofits together quarterly to discuss new ideas. There was a meeting in February, approximately
32 42 people attended. Next meeting is in May and already has speakers lined up. Will continue to develop advertising
33 in Our State, which is costly but effective. Improving social media aspect for the Town but do not have budget for a
34 nicer website. Tourism met with Keith Smith to see if they could piggy back onto Towndock and use that
35 connection to link Town businesses and nonprofits. They are looking into purchasing a number of new Christmas
36 decorations, whatever budget allows. Mayor Pro Tempore White stated that they Board will discuss this at Budget
37 time if Tourism can get a price to them. They will be more careful about sizes as some were broken by trucks on
38 Broad Street. Manager Miller stated outlets are fixed and can only go up so high and will be turned sideways next
39 year due to trucks. May 17 is the next meeting. Manager Miller reiterated that our information is only as good as the
40 information we receive, for example, events, changes to contact info, etc. Commissioner Overcash asked if she felt
41 the meeting was productive and she felt it was. Mayor Pro Tempore White asked that Tourism keep the Board
42 informed of the deal between Towndock and Tourism. He was concerned that Towndock is a private entity and we
43 cannot control the content; will our information be controlled by us. Ms. Paplham stated that this was discussed at
44 their meeting and what was proposed was not content based but videos, drone shots and links for individuals to fill
45 in. Towndock is presenting a proposal at meeting on May 17. Commissioner Simmons stated they had spoken about
46 doing short films. Commissioner Overcash also expressed concern about content. Ms. Paplham stated they would be
47 in control. Manager Miller reiterated the need for a dollar amount for budget for decorations.

48 **Manager Miller introduced Dr. Bob Miller, Chair of the Tree Board**

49 Dr. Miller spoke about the benefits of trees – lowering energy costs by shading, slowing wind, improves retail sales
50 in retail areas because people tend to stay there longer, affects business location decisions. Tree Board manages
51 1,305 park, street and other public trees in town. They prune on a three year cycle. Survey trees yearly for disease,
52 removal. GMO requires tree protection from construction, utility trenching. Showed the benefits of pruning while
53 trees are young, affects lifespan of tree. Showed accomplishments, the Tree Board did over 380 hours of volunteer
54 work and pruned 480 trees and removed eight trees. Celebrated Arbor Day March 18, 2017, planted two Willow
55 Oaks. Special project: Screening the new lift station. Replacement tree in Lou Mac has had ties removed, doing
56 well. Tree Board does risk assessment and removal of trees before they become a danger. Oriental has received Tree
57 City USA Recognition for 23 years. Tree Board budget last year was \$4,000, gave detailed description of how
58 money was spent. 2018 Budget request remains the same for \$4,000. As trees grow, money will need to be diverted
59 to contract pruning. Manager Miller told a potential resident about the Tree Board and how they will plant and care
60 for the street trees at their new residence when completed and were very pleased. As trees grow, would like to have
61 about a 12' clearance over the road for large trucks and 8' clearance on the curb side and remove deadwood larger
62 than 2" as it is a hazard. March 24 is Arbor Day, pruning workshop at 9:30am with tree planting ceremony at 11am.
63 Joe Valinoti asked if there is an Ordinance about removing certain size trees on private property, will look for model
64 Ordinances.

65 **Manager Miller introduced Dr. Stan Aeschleman, Chair of the Planning Board**

66 Planning Board is in a period of transition right now as they lost two members, Eric Dammeyer and Bonnie Knapp.
67 Sandy Winfrey is a new member and Martin Barrow was approved at last meeting so they now have full
68 membership. Dr. Aeschleman was elected as Chair. Cecily Lohmar was Vice Chair but has taken on other duties and
69 asked him to take the Chair position. In fall of 2016 and spring of 2017 did extensive revision of CAMA Land Use,
70 new ordinance for both sidewalks and outdoor lighting. Put on hold due to a controversial SUP application. This
71 lead to a complete revision of the Permissible Use Table. Dr. Aeschleman will meet with Manager Miller next week
72 to go forward with CAMA, sidewalks and outdoor lighting discussions. In terms of budget, there was a \$500 budget
73 line request for potential clerical or consultative help, was unused. Can this go forward for next year? Possibly
74 research towns around Oriental, see what their ordinances are and “try not to reinvent the wheel.” Dr. Bob asked if
75 they could inform the Tree Board where it concerns the sidewalks. Mayor Pro Tempore White asked if they would
76 like to increase it to \$1,000. Dr. Aeschleman felt probability is relatively low that they will use it. Manager Miller
77 suggested they may pay travel and time to observe other cities who have vetted these.

78 **Manager Miller introduced Lisa Thompson, Chair of Harbor Waterfronts Advisory Committee**

79 HWAC is relatively new board. They take care of anything that has to do with water. Budget comes from
80 Occupancy Tax, work closely with tourism. Tourism goes up, budget goes up. 2016 Budget was \$10,500, spent
81 \$5,490. They asked for Dinghy dock extension. 355 boats registered to TD 1 and 2 in 2016. Presented budget for
82 2017 with requests – new burgees. Spoke about work day to accomplish tasks – five flag poles with American flags,
83 burgees and NC Clean Marina. We are a Clean Marina designation due to the Pump out at TD2. They are working
84 toward kayak rack this season. Spent about \$3,500 on paint to make docks more visible, flagpoles, repairs to
85 pumpout and restrooms, mainly from abuse. Pads and booms have been purchased for spills. Showed example of
86 kayak/watercraft racks. They are working on a contract to hire a Harbor Master, \$8,000 per year, basically seven day
87 a week availability, act as Town ambassador and put together volunteer crew. Net House: TBD, repair and use as
88 visitor center. There is an architect on the Board now to help with this. Key West sign – have run into placement
89 issues. Floating docks – one is an extension of the dinghy dock. Ongoing legal issues; will pass this along to Duke
90 law students. Grant for mooring field. Eric – are we congested or is it comfortable? Nic confirms registration. One
91 group with nine boats spent \$13,000 in two days. Mayor Pro Tempore White wanted to confirm this Harbor Master
92 will be exclusive to that position. Looking to possibly distribute local business coupons, with the Net House to act as
93 a Welcome Center. Mayor Pro Tempore White spoke about the mooring field grant. This puts us under federal law.
94 Gives limitations to how long they can stay and what we can charge. Because committee is so new, they are making
95 a path and setting a course, lots of moving parts behind the scenes. Joe Valinoti: How many do NOT register? About

96 95% register as someone is almost always there. Missy Tenhet asked when the Harbor Master may be on the job.
97 Lisa Thompson stated they are hoping for early to mid April. Mayor Pro Tempore White and Manager Miller: We
98 can hire someone now before budget is complete for next year. Commissioner Dammeyer inquired about efforts on
99 improving cruising guides? Lisa stated they are already out there, tied into Tourism and Chamber of Commerce.
100 HWAC monitors these cruising guides. Biggest detriment to Oriental this year is the needed dredging at Whittaker
101 Creek and encourages private/public partnership. Commissioner Dammeyer asked if it may benefit us to have
102 showers or laundry in net house. Lisa stated they have had flack from other paid marinas for free services, so no.
103 Manager Miller brought up the cost of showers and laundry plus security issues with these. Harbor Master will make
104 a difference in how our facilities are treated when they know they are being observed. Mayor Pro Tempore White
105 asked for Manager Miller to hire the Harbor Master. Manager Miller stated she has to get the contract vetted through
106 attorney. Lisa stated the contract needs careful wording. The will not be an employee of the Town; will be under
107 direction of HWAC. Joe Valinoti asked if we can equip them with a radio. Lisa feels this opens us up to other issues.
108 Manager Miller: Officer Blayney found when he first came to us that many people were not registering but we were
109 without police for some time. Lisa feels due to hurricanes, many people did not cruise due to the hurricane damage
110 at many destinations. HWAC work day is tentatively set for March 22, weather permitting.

111 **Manager Miller introduced Joe Valinoti, Chair of Board of Adjustment and Recycling Coordinator**

112 Board of Adjustment – nothing to report. They had a reorganizational meeting. They are trying to have a training
113 period as this Board is more likely to have legal issues so members need to be trained. Recycling: Recycling rate is
114 still about 30-40%. Curbside we did 130 tons last year (130 x \$52.50 is basically what we saved). Our contract
115 expires a year from June. Mr. Valinoti would like to speak more about what is happening at the County level. They
116 will be working on Countywide system due to their unmonitored (7) sites, have become trash dumps. Mr. Valinoti
117 has gone to meetings, determined if they pull those sites and go to curbside, people will still to throw trash on the
118 road. If they go into the business of solid waste, they have to hire people. If they contract out, it will be everything.
119 They are paying \$30-\$40 per month and that is trash ONLY. If they did a franchise deal, everyone would pay maybe
120 \$20-\$25 for trash AND recycling. Manager Miller stated that doubles what we pay. County wants us to sign
121 contract as well. Oriental currently has approximately 650 stops. The more stops we have, the better rate we get. The
122 down side is the County is spread out where we are concentrated. The way the haulers work is the more
123 concentrated, the cheaper it is for them so adding Oriental to the County would bring their number down but our rate
124 would still likely go up. Mayor Pro Tempore White gave an example of an incident where the recycle truck broke
125 down and the trash truck came and hauled it to the dump. Manager Miller, Mayor Pro Tempore and Mr. Valinoti
126 were in agreement that things are better since Waste Industries took over. Mayor Pro Tempore White feels people
127 will still come from out of town and throw trash in the green waste and recycle bins. Manager Miller stated we can
128 still negotiate our own contract but it would be more cost effective for the hauler if we are with them. Mr. Valinoti
129 feels that if we join with the County, we will not have any administrative costs because the contractor should handle
130 everything. Manager Miller stated this would be part of the increased cost to us. Right now, we bill trash and
131 recycling as part of our water and sewer bill. This would move that billing to the contractor to create, mail, process
132 and residents would then get two bills. Commissioner Overcash asked if we would we lose some control if we gave
133 up billing to the contractor and feels we should keep it in house. Manager Miller stated if we have it in house, we
134 can make things happen faster. Commissioner Dammeyer brought up hazardous waste disposal. Things are still up
135 in the air.

136 **Break 10:15-10:30am**

137 **Manager Miller spoke about accomplishments:**

- 138 • Tree removal/pruning
- 139 • Replace playground equipment, significantly stronger
- 140 • Standard Operating Procedure for Water Plant. Maintenance cycle for everything we own to prolong
- 141 lifespan
- 142 • Meter change out program is ongoing

- 143 • Water infrastructure abatement is complete – Satellite plant was knocked out during construction, has
144 since been fixed. Lead paint on the outside of the tank has been abated.
- 145 • Truck rebuild on the F350 - dump bed complete
- 146 • Drainage/ditch work continues
- 147 • Police reorganization – Second police officer, hopefully July 1. Trying to get equipment in order from what
148 has already been allocated for this year
- 149 • Potholes caught up – Requested pot holes. Bay River project – citizen complaints forced contractor to do
150 incomplete repairs; contractor will be back in the spring to repair properly. Asphalt plants closed in the
151 winter.
- 152 • Sidewalks were repaired this week but the cost was considerable. Manager Miller will speak to Planning
153 Board when they talk about sidewalk Ordinance. Once we lay sidewalk, we are responsible for it. Will
154 revisit this issue. Mayor Pro Tempore White stated that in some other counties, the residents that live at that
155 point in the side walk are responsible for the cost of repairs.
- 156 • Small boat launch parking has been repaired at Wildlife ramp
- 157 • Annexation of Piggly Wiggly is complete
- 158 • Speed limit at that portion of Broad Street/Highway 55 to be addressed
- 159 • Massive GMO revision to Permissible Use Table
- 160 • Will vote on watercraft racks at March 6 meeting

161 **Manager Miller spoke for Jim Edwards, Chair of Parks and Recreation**

162 Manager Miller would like to replace the bucket swings for toddlers as well as the larger swings. Master Gardeners
163 are working at Bond Beach. Lines have been set up in our budget to take donations to help defray the cost. They are
164 putting in a planter that looks like a dinghy and plants and grasses to prevent erosion. The Master Gardeners are a
165 group that graduated from the Master Gardener program at Ag Extension and this is their project to get their
166 certification.

167 **Regular Business:** Manager Miller requests approval of the engineering portion of the NCDENR grant in progress
168 to study flood abatement at the Harbor and Mini-Brooks Act Resolution.

169 **Mayor Pro Tempore White** made a **MOTION** to approve the Mini-Brooks Resolution. Seconded by
170 **Commissioner Overcash**. Motion passed 5-0

171 **Commissioner Overcash** made a **MOTION** to approve the contract for Linwood Stroud Engineering services.
172 Seconded by **Commissioner Dammeyer**. Motion passed 5-0

173 **Need/priorities from 2016-17 that were accomplished in 2017/18** Fixed the Public Works vehicle destroyed by
174 the tree

- 175 • Park equipment
- 176 • Fixed pickleball/tennis court
- 177 • Tank abatement
- 178 • Dog park – will discuss shortly
- 179 • Beach beautification
- 180 • Net house restoration – back burner for now
- 181 • Watercraft racks at small boat ramp – estimates have been received
- 182 • Capital reserve for new police vehicle
- 183 • Capital reserve for Public Works ditching equipment
- 184 • Continue reserve for our generator replacement. Mayor Pro Tempore White suggested we get a quote for
185 the automatic switch. Manager Miller stated that this is approximately \$10,000.
- 186 • Speed limits: We have pursued getting the speed limits reduced at the west end of town. Manager Miller
187 has spoken to Mr. Hamilton at DOT and informed him that the Piggly Wiggly has since annexed in. She

188 believes part of our wait time is that they are looking at resurfacing Highway 55 and would like to make it
189 all happen at the same time.
190

191 **Dog Park Rules/Regulations**

192 Our attorney has reviewed them and suggested keeping the indemnification clause. Our attorney, and the attorney in
193 Swansboro, suggested we use tags for visibility. We received a quote of \$964.95 for 500 numbered tags, which was
194 the best price we could find. Cost to be determined – Manager Miller suggested \$10 the first dog, \$5 for the second
195 for County residents, maybe \$15 non-residents for the first dog and \$10 for the second – people outside the County.
196 These fees are by our fiscal year, not calendar year. Doggie bag stations have been purchased and there will be a
197 trash can. Commissioner Overcash feels we should have a formal dedication and grand opening. This will happen
198 after the signs are completed.

199 **Whittaker Pointe:**

200 Manager Miller, the Blackerbys, Lisa Thompson, Dr. Weaver and team, Henry Frazer and several contractors went
201 out to the Pointe. Manager Miller showed photos of failed attenuators and where rock that had been placed
202 approximately 2004 that had stopped erosion. Dr. Weaver suggested planting more grasses. More photos showed the
203 breach. Sections where there is only concrete rock, marl, are eroding but sections with granite are not. Another
204 photo showed and approximately 15-year old tree that is dead and gone due to erosion. Failed attenuator is directly
205 across from the breach. Manager Miller spoke about the primary nursery, in addition to the boat yards and tax
206 revenue, as being affected. The residential properties will also be affected in water depth at their docks. If the depth
207 goes from a 6' dock depth to a 3' dock depth, there is an approximately loss of \$30,000 in value to each of those
208 affected properties. That is just residential, not the three marinas or the two boatyards. After speaking with the
209 County Manager, he told Manager Miller he does not feel they can join us in this grant match. The County
210 Economic Developer is in agreement with us and is trying to secure other sources. We should be treated the same as
211 the property owners at the beaches as we are affected in the same way. This is a town wide problem whether you
212 live on Whittaker Creek or not. We are almost at the point where we will know what the match will be, somewhere
213 around the \$100,000 mark. There is a possibility of backfilling with dredged material. Lisa Thompson cautioned
214 about pumping vs. piling dredged material. Mayor Pro Tempore White stated we do not have a good history with the
215 county where it concerns our waterfront and cautioned other Board members about speaking to other county
216 officials. We must present a united front. Beth Bucksot, Pamlico County Economic Developer, has agreed to help
217 with this. Commissioner Dammeyer asked if the damage be complete by this summer? Yes. Is the reserve to move
218 forward? Yes, once we get the numbers. Manager Miller: We should not fix it if it is not ours and this is in the
219 works. We are able to take individual donations to come up with the match for this project, will send a letter to
220 homeowners and businesses. The match must be spent first and we need to have the money in hand. Commissioner
221 Simmons asked who does the studies and administer the fees? Friends of Whittaker Creek do the studies, we
222 administer the money. Mayor Pro Tempore White asked as the funds administrator, can the Town send a letter to
223 owners asking about status of application. We should be pushing.

224 **Citizen suggestions**

225 No one present.

226 **Manager Miller introduced Andrew Cox, ORC Water Plant and Public Works Director**

- 227
- 228 • Showed photos of Water Plant with color coding according to AWWA
 - 229 • Installed culvert at the base of the 75,000 gallon tank to divert overflow water to the culvert at the street
 - 230 • Added computer to water treatment plant for help with water reporting, electronic storage, eventually make
231 SCADA communicate with computer which will send alerts to guys – down the road
 - 232 • Completed paint and repairs on vessels and the tank
 - Replaced the motor, shaft bearings and impeller on high service pump #1

- 233 • Replaced bearings and impeller on high service pump #2. We have two reserve pumps, can now rotate to
234 rebuild. Manager Miller told the Board that Andrew has been put through pump school so these rebuilds
235 can now be done in house saving thousands of dollars.
- 236 • Flow meters/Master Meter have been calibrated, counts every gallon that goes out of the plant into the
237 system
- 238 • Requesting exterior paint on water plant, approximately \$3500
- 239 • Admin requests: Desks, storage bins, files

240
241 **Water system needs 2017-18**

- 242 • Gave a breakdown by line item – reasons for decreases and increases in certain line items
- 243 • Water Tank Maintenance – This year budget amount will be \$44,683 – includes normal contract costs to
244 include visual inspections of exterior and interior – wash outs, bolts, paint, structural damage, re-weld,
245 paint is mostly covered. For example, the lead abatement on the 75,000 gallon tank - that was not covered.
246 Both tanks now have mixers, one of which rolls off this year. FY 2019-20 – projected for the softening
247 media.
- 248 • Would like to have a smart valve. Currently, when there is a power surge, the program shuts down and
249 someone needs to physically shut down every time this happens. Smart valve will allow the plant to be flow
250 based, more streamlined, no one will need to go out every time there is a power flicker. This is also true if
251 there is a temporary freeze. The County has these and have had no problems. This is about a \$6,000 project.
- 252 • Unexpected costs are down to \$3,000 from \$13, 000 just a few years ago.
- 253 • There were two price increases on salt this year as well as an increase in meters and brass fittings. Would
254 like to put the painting project at water plant back to next spring and put money back in the budget.

255
256 **Break for Lunch**

257 **Andrew Cox, ORC, water system continued**

- 258 • Went over maintenance list for this year broken down by category, explained the reason for the impeller
259 replacement. No catastrophic loss but did replace the Master Meter.

260
261 Manager Miller spoke about a needed vehicle, new projects – staffing, equipment failure and replacement schedule,
262 water meters and backflow/cross connection. We are within two years of finishing the meter replacement project.
263 Unbudgeted recurring expenses for emergencies, storms, large items that need to be fixed that are part of daily use,
264 memberships and professional organizations that provide services to us. Mayor Pro Tempore White brought up the
265 boat that had been previously discussed. Manager Miller spoke about the spills that had occurred and that the easiest
266 way to deal with them is to go out on a boat with a leaf blower, condense it into one corner and sop it up with pads.
267 If the mooring field happens, we need to be able to get to it. We may think about something small and trailerable
268 that can be put in the water when needed. Mayor Pro Tempore White is involved with one of the camps and they
269 rotate their boats out after about five years, something to look into. He does, however, recommend that the operator
270 take a reduced Coast Guard license course, approximately \$350-\$600 and will come out with a Coast Guard
271 Captain’s license without navigation, defrays liability.

272
273 **Andrew Cox, Public Works Director**

- 274
275 • Maintenance for all equipment is already in place – same as last year. Manager Miller inquired about
276 mower maintenance. The Mower Equipment and Supply Costs line – consumables – blades, strings, spark
277 plugs, filters, etc. \$4,475. Bulk of this is herbicide and sterilant.
- 278 • Older Gator has been tuned up and fixed. New Gator will be serviced this year. Manager Miller stated the
279 service on these is way less than a licensed vehicle, to our advantage.
- 280 • Capital Outlay item to buy – Waste oil burning heater. This takes used motor oil we generate as well as
281 found around the docks and filters it and would heat the shop, which is currently not heated, cost is \$6,575
282 – close to cost for a conventional heater for that amount of space. We would not need to dispose of our oil
283 with this heater.

- 284 • Capital Projects – Flatbed trailer sitting in yard for many years. This could be used to transport equipment
285 but needs an axle and hub kit, leaf springs, etc. May also be able to fit the old dump bed from the dually for
286 dumping gravel, mulch, etc.
- 287 • Would like to start a Capital Reserve fund for a gently used Bobcat for grading, spreading rock. Rental is
288 \$300 per day. A forestry mulcher attachment, that we contract out, is \$100 per hour. This would make
289 physical labor such as ditch work much easier on our Public Works employees.
- 290 • Commissioner Overcash brought up the fact that Andrew Cox holds many certifications that are saving the
291 Town money. Has Manager Miller looked into his suggestion for Key Man Insurance? She has contacted
292 the League and smaller municipalities generally do not have this. Commissioner Overcash pointed out that
293 we “have a lot of eggs in one basket.” Daniel Early is going to school. Jesse Burgess holds certification in
294 backflow so we are spread out some.
295

306 **Manager Miller introduced Officer Nicholas Blayney – Oriental Police**

- 307 • Showed a comparison of 2016-17 and 2017-18 and what he is proposing for 2018-19 budget. Most of
308 proposed budget is lower than previous year as that year allowed for additional officer. Request an increase
309 to training budget, continuing education. Manager Miller explained that many of the differences are due to
300 the change from one officer to two.
- 301 • Showed handout of potential police vehicle – Ford Interceptor Utility. Officer Blayney believes the new
302 vehicle should be an SUV – trailering, carrying barricades, traffic control. Durango has run over budget
303 with repairs. Current police vehicles are civilian models. Total is \$38, 052, which does not include the
304 decals but does include the equipment, labor and delivery. Equipment purchased separately is
305 approximately \$6,500, does not include labor. Some equipment may be salvaged from Durango. Discussed
306 warranty and extended warranty.
307

308 **Break**

309 **Commissioner Priorities**

310 **Scheduling**

311 Manager Miller would like to not meet for budget until the beginning of April as she has not received any of the
312 projections from the League, insurances, etc. Regular Board meeting is Tuesday, April 3. Budget sessions were
313 chosen for April 9 from 8-10am and April 23 from 8-10am. The Quarterly Agenda Workshop scheduled for April 26
314 has been cancelled.

315 Regarding Personnel, Manager Miller stated that the staff has not had a raise as the Performance Evaluation was
316 instituted giving a one-time merit bonus. If a raise is given, Manager Miller suggests cost of living allowance
317 average, somewhere around the 1.7% range. Commissioner Simmons added what happens with the bonus system,
318 the paycheck stays the same year after year. Commissioners feel feedback from the staff is needed. Discussion was
319 held about the benefits employees receive – medical, dental, vision, etc.

320 Commissioner Overcash feels the heater for the garage is a priority. Commissioner Dammeyer feels the Whittaker
321 Point project is not only a priority, it is a crisis. Manager Miller would like to get numbers together and do a
322 presentation to the County Commissioners. Mayor Pro Tempore White agrees with Commissioner Dammeyer
323 regarding Whittaker Point with the Net House second, also a short-term and long-term plan for the roads.
324 Commissioner Price believes Whittaker Point is a top priority but there are so many things unsettled about it, who is
325 paying what. He is very pleased with everything today. Commissioner Simmons felt Whittaker Point is number one
326 for her, need to get serious about it, we do not have much time. Agrees with Commissioner Overcash on the heater
327 and the police car and the equipment that helps the Town. Manager Miller is looking at, infrastructure wise,
328 continuing on drainage work. DEQ assistance with the Hodges Street drainage project continues. Manager Miller
329 explained to the new Commissioners, State Statute requires us to keep 8% of our operating budget in reserve. It is

330 recommended by the NC League of Municipalities to keep 21%, more for smaller municipalities. Commissioner
331 Price asked what the biggest complaint is that comes in to Town Hall – drainage, condition of the roads.

332 **Public Comment**

333 None

334

335

336

337 Sally Belangia, Mayor

Diane H. Miller, Town Manager/Clerk

338

339

340 Approved , 2018 _____



ORIENTAL TOWN BOARD MEETING

Tuesday, March 6, 2018 at 7pm
507 Church Street, Oriental, NC
Mayor Sally Belangia Officiating

6 The Town Board of Oriental Town Board Meeting on March 6, 2018 was called to order at 7pm. The Mayor Sally
7 Belangia determined a quorum to be present. She said we have a Public Comment period, if you wish to speak
8 please make sure you are signed up on the correct sheet.

9

10 Present: Mayor Sally Belangia, Mayor Pro Tempore White, Commissioner Overcash, Commissioner Simmons,
11 Commissioner Dammeyer, Commissioner Price, Town Manager Diane Miller, Deputy Finance Director Tammy
12 Cox, Administrative Assistant Jeannine Russo, Officer Nic Blayney and Members of the Public.

13

14 APPROVAL OF AGENDA

15 (a) **Commissioner Overcash** made a **MOTION** to approve the Agenda. Seconded by **Mayor Pro Tempore**
16 **White**. Motion passed 5-0.

17

18 1. Consent Agenda

- 19 a. Minutes from January 25, 2018
- 20 b. Minutes from February 6, 2018

21

22 **Commissioner Simmons** made a **MOTION** to approve the Consent Agenda. Seconded by **Commissioner**
23 **Dammeyer**. Motion passed 5-0.

24

25 2. Public Comment Period

26 Jim Edwards – Manager Miller spoke about the road closure request that was approved at our last meeting for Water
27 Street for the Pamlico Arts Festival. Mr. Edwards brought it to Manager Miller’s attention that they own those
28 parking spaces at the Oriental Harbor Village Marina Association. It is public parking, but it cannot be designated
29 for another purpose. However, the Board can close the street. Pamlico Arts Council asked for the parking spaces and
30 the land on the other side by the water, which is their land as well. Mr. Edwards has gone to the association and they
31 are okay with that for this year. Manager Miller and Mr. Edwards believe there should be more communication in
32 the future where it concerns that space as it is not the Town’s to give away. The Arts Council was looking to close it
33 from OYC to the old Red Rickshaw which closes off all access to their parking. While their Board is open to events,
34 their main concerns are insurance, where are the owners going to park, trash removal and restrooms. They had
35 spoken to the owner of O’Town but not the owner of the building. Their main concern is that approval was given
36 with the owners’ knowledge. Mr. Edwards made reference to the boat show, who uses the same area, but there is
37 prior conversation. Manager Miller stated that the diagram she was show for the closure went from the edge of the
38 old train station to the Yacht Club, did not include the parking in front of O’Town. In the future, if someone asks for
39 that area, there is an ownership issue where we cannot allow the parking spaces or grass to be used. Commissioner
40 Overcash asked if the Arts Council should coordinate with the Marina versus the Town? Manager Miller said they
41 should. Mr. Edwards said they are now talking with them but the Arts Council is under the impression that since it
42 was approved by the Board, that was access to everything. Manager Miller said she will speak with them again. Mr.
43 Edwards requests that there be more communication next year to discuss what happened this year before making this
44 decision again. Mayor Pro Tempore White addressed Mr. Edwards and stated that if they feel the Arts Council is not
45 doing what they want them to do, he can come back to the Town and the Board will take it up as a motion to rescind.
46 Commissioner Overcash suggested to Mr. Edwards that he can arrange with the Arts Council that they could
47 possibly provide a golf cart for the boaters at the marina. Mr. Edwards reiterated that they are not against the use of
48 the property as long as insurance and sanitation are in place.

49

50 3. Boat Show presentation

51 Sam Myers presented a map of the area where the Rotary 10th Annual In-Water Boat Show is to be held April 13-15.
52 They are asking for the essentially the same closures with the exception of moving the entry gate next to the former
53 Coldwell Banker building but 50-100 feet back from the intersection. Mayor Pro Tempore White asked how they
54 would accommodate people going to M & Ms. Mr. Myers stated there will be a staff available on both ends for

55 ingress and egress to M & Ms. Commissioner Overcash and Mayor Pro Tempore White asked Mr. Myers if he has
56 been in contact with Dave Sargent and he replied he had and that he is still after Mr. Sargent to give up his parking
57 as Chris Daniels does (O'Town) and stated O'Town "still has the best weekend of the year without any parking
58 places" and that Mr. Sargent is not comfortable doing that yet. Commissioner Overcash stated there needs to be
59 signage. Mr. Myers stated there are. Commissioner Price had questions about parking – vendor and restaurant.
60 Rotary is requesting closure of New Street. Manager Miller approached the map to clarify that vehicles and
61 pedestrians will be allowed on the same road. Mr. Myers stated "escorted" vehicles, someone from Rotary walking
62 in front of the vehicle. Manager Miller stated that the Town attorney recommends that we do not put vehicles and
63 pedestrians on the same street and is concerned about this liability. Mr. Myers stated that for Rotary to be able to put
64 vendors on the undeveloped lots along New Street, the entry gate cannot be at its usual location. They are currently
65 training staff for access purposes. Commissioner Overcash asked about using golf carts. Manager Miller stated if
66 Mr. Sargent does not want access to his parking lot stopped, he has to have access. Mr. Myers stated Mr. Sargent it
67 still adamant about that. Mr. Myers asked if they offer ancillary parking and a golf cart ride to M & Ms, would that
68 be acceptable. Commissioner Overcash suggested tabling the issue for now and Rotary will contact Dave Sargent.
69 The issue will be tabled until the next meeting on April 3. There will be auxiliary parking at the corner of Midyette
70 and Hodges. They will also speak with Chris Fulcher about using his lot next to Marsha's Cottage if the Town will
71 allow. Manager Miller stated that lot is permitted but not been reconfigured as a parking lot, but neither are the other
72 lots that are used. If it is a one-time use and the curb stops are replaced, Manager Miller would recommend the
73 Town allow it. Mayor Pro Tempore White asked how long there will be someone stationed at the lot – 5pm – so
74 there is a risk of people driving in if there are cars left on the lot.

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76 **4. Manager's Report**

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- Financials are attached
- Manager Miller will be in Chapel Hill at SOG from March 13-16
- Budget sessions are scheduled for April 9 and 23 from 8-10am starting with revenues
- March 30 is a floating holiday and we will be open with minimal staffing
- March 20 three of the public works staff are attending pesticide school
- NCRWA – Mike Hill – will be here to create our Consumer Confidence Report for our water system
- Manager Miller thanked everyone who attended the Flood Resilience meeting, good feedback but disappointing attendance
- Playground installation moving along
- Dog Park – making progress, tags are ordered and hoping for soft opening as soon as we have signage

88 **5. Police Report**

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93 **6. Appointments**

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- Tourism – reappointing Suzanne Gwaltney and Marsha Papham
- Planning – appointing Martin Barrow
- Water Advisory Board – reappointing Steve Sarjeant
- HWAC – reappointing Lisa Thompson, Pat Stockwell, Jim Blackerby
- Board of Adjustment – reappointing Ken Small

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103 **7. Arbor Day**

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Commissioner Overcash made a **MOTION** to accept these appointments. Seconded by Commissioner Simmons.
Motion passed 5-0.

Arbor Day will be observed on March 24 at 11am. During the Farmer's Market, right across, the Tree Board is doing a pruning demonstration on the crape myrtles and will hand out pruning instructions. Oriental is celebrating its 23rd year as a Tree City and Dr. Miller has asked that we designate March 24 as Arbor Day in Oriental.

108 Commissioner Overcash made a **MOTION** to designate March 24 at Arbor Day in Oriental. Seconded by Mayor
109 Pro Tempore White. Motion passed 5-0.

110
111 **8. Commissioners Comments**

112 Mayor Belangia mentioned that the Oriental Woman’s Club Chowder Cook-Off will be held from 11:30-1:30 at the
113 Oriental Marina Courtyard with music provided by Harbor Sounds, \$10 to get in to taste and vote.

114
115 **9. Auxiliary Boards**

- 116 • BRMSD - February and March minutes coming in April
- 117 • HWAC - February 15, 2018
- 118 • Tourism- January 16, 2018
- 119 • Parks and Recreation – did not meet
- 120 • Planning - January 17, 2018
- 121 • Tree Board – January 30 and February 27, 2018

122
123 Mayor Belangia commented that Annual Retreat on March 2 went well. Mayor Pro Tempore White stated that the
124 Board needs to finalize the Watercraft Ordinance.

125
126 **10. Mayor Pro Tempore White made a MOTION The Board will go into Closed Session for personnel matters**
127 **according to N.C.G.S. 143-318.11 (a) (6) for the Manager’s annual evaluation.at 7:35pm. Seconded by**
128 **Commissioner Dammeyer. Motion passed 5-0.**

129
130
131 **Mayor Pro Tempore White** announced we are back in open session after coming out of Manager Miller’s Annual
132 Review and it was an excellent review stating that “we are very lucky to have Diane as our Town Manager.” Much
133 of the input was a vote of confidence expressed by the public to individual Board members.

134
135 As a result, **Mayor Pro Tempore White** made a **MOTION** that Manager Miller receive a 10% raise of \$6,600
136 effective 4/1/18. Seconded by **Commissioner Overcash**. Motion passed 5-0.

137
138 Next Regular Board Meeting is scheduled for April 3, 2018. April 9 is the first Budget Session and April 23 is the
139 second Budget Session.

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141 **11. Adjourn**

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143 **Commissioner Dammeyer** made a **MOTION** to adjourn. Seconded by **Seconded by Commissioner Simmons**.

144
145 Meeting adjourned at 8:06pm.

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150 _____
Sally Belangia, Mayor

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Diane H. Miller, Town Manager/Clerk

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154 Approved _____, 2018 _____