

Minutes of the Monday, September 8, 2025, regular meeting of the Kill Devil Hills Board of Commissioners held at 6:00 p.m. in the Town Hall Meeting Room, 102 Town Hall Drive, Kill Devil Hills.

Members Participating: Mayor John Windley; Commissioners Ivy Ingram, Terry Gray, Bernard “B.J.” McAvoy and T. Dillon Heikens

Members Not Participating:

Others Participating: Debora P. Díaz, Town Manager; Troy Tilley, Fire Chief; Starkey Sharp, Town Attorney; Meredith Guns, Planning Director; and James Michael O’Dell, Town Clerk

Call to Order

At 6:05 p.m., Mayor Windley opened this meeting of the Kill Devil Hills Board of Commissioners (BOC) and welcomed all present.

Pledge of Allegiance and Moment of Silence

Mayor Windley reminded everyone of the upcoming anniversary of the 9-11 events, and shared about the passing of retired Police Chief Jim Gradeless. Mayor Windley detailed Chief Gradeless’ distinguished military and law enforcement career, and asked everyone to keep the Gradeless Family in their thoughts.

Agenda Approval

Commissioner Gray moved to approve the meeting’s agenda as presented. Commissioner Ingram seconded the motion, which passed by a unanimous, 5-0, vote.

Public Comment

Mayor Windley welcomed Cory Mercer, Chief of Fire Risk Reduction for the N.C. Department of Insurance, who presented the Department’s Order of the Guardian Award to Fire Chief Troy Tilley for exemplifying true leadership throughout the community. Mr. Mercer highlighted the nomination, and shared an excerpt:

“Under Chief Tilley’s leadership, the department has implemented critical internal and external safety programs and initiatives. He has been the driving force behind the department’s continual growth and improvement; he transitioned his department into a much-needed new fire station, replacing the previous facility after approx. 50 years. During Chief’s tenure, he improved the Kill Devil Hills Fire Department’s ISO rating – going from three to one, making our fire department one of only 28 fire departments out

of over 1,200 in the state of North Carolina to have an ISO rating of one. He also led the development of a comprehensive Emergency Operations Plan for the Town and continues to direct all emergency response efforts with professionalism, precision, and care. He has worked tirelessly to strengthen interagency partnerships, foster collaboration, and ensure the highest safety standards across all areas of service.

Chief Tilley leads by example, demonstrating integrity, compassion, and a tireless commitment to public safety. He is deeply respected by peers, staff, and residents alike, not just for his skill set, but for his character..."

Chief Tilley thanked everyone for giving him the opportunity and honor to serve in the position. He noted, however, that the achievements of the Fire Department were not a result of his work, but the whole team working together every day for the safety of the Kill Devil Hills community.

Response to Public Comment

The Board expressed its congratulations to Chief Tilley for his and the department's hard work.

Ongoing Business

New Business

1. Appointments and Nominations

All applications on file from persons interested in serving in any capacity have been previously copied to the Board of Commissioners and no new applications for those purposes have been received. Appointment histories, as necessary, are included below. Town Staff has continued its outreach through print and electronic media, social media, and the KDH website to encourage interested members of the public to submit applications for consideration.

A. Historic Landmarks Commission – two positions

Grant Fletcher and Sandie Markland are currently serving terms on the Historic Landmarks Commission that expire September 2025, and both have expressed a desire for reappointment.

B. Board of Adjustment – regular member

Jason Self's term as a regular member of the Board of Adjustment expires October 2025, and he has expressed a desire for reappointment.

C. **Board of Adjustment – alternate member**

Grant Fletcher’s term as an alternate member of the Board of Adjustment expires October 2025, and he has expressed a desire for reappointment.

Commissioner McAvoy moved to reappoint all prospective appointees to their respective positions for three-year terms. Commissioner Gray seconded the motion, which was approved as a unanimous, 5-0, vote.

Committee Reports

Outer Banks Visitors Bureau – Commissioner Gray reported on the recent approval for the construction of a boardwalk at the Soundside Event Site in Nags Head. He stated that he considered this project as an inspiration for the concept of soundside boardwalk some day on the Baum Tract parcel.

Government Education Access Channels Committee (GEACC) – Commissioner Gray reported that the GEACC has begun to hold its meetings on a rotational basis at each member’s facilities. Kill Devil Hills hosted the previous meeting in the Town Hall Meeting Room.

Commissioners’ Agenda

Mayor’s Agenda

1. **Resolutions and Proclamations (Attached MA-1A, MA-1B, and MA-1C)**
 - A. **Constitution Week Proclamation**
 - B. **Breast Cancer Awareness Month Proclamation**
 - C. **Fire Prevention Week Proclamation**

The three proclamations honor the foundation of our system of government, heighten awareness of an illness diagnosed in over 8,000 North Carolinians annually, and remind us of the importance of fire safety in our homes, especially with the ever-growing presence of lithium-ion batteries in our everyday lives.

Mayor Windley moved to approve the proclamations as presented. Commissioner Ingram seconded the motion, which was approved by a unanimous, 5-0, vote.

Mayor Windley then shared the following items:

Youth Mental Health First Aid Course On Wednesday, September 17th, the Town will be hosting a Youth Mental Health First Aid Course from 9 a.m. to 1 p.m. in the Town Hall Meeting Room. It is designed for parents, teachers, family members, caregivers, and caring citizens on how to help adolescents 12 to 18 who are experiencing an addiction challenge or mental health crisis.

Ice Cream Social The Town's annual Ice Cream Social will be held on Tuesday, September 23rd from 4:30 – 6:30 p.m. at Aviation Park. There will be performances from First Flight Fine Arts groups, hotdogs and hamburgers cooked by the Fire Department, and lots of ice cream! The event will also include a cake walk, of which proceeds to benefit the Wallace McCown Scholarship.

Fire Department Open House The Fire Department Open House will be held on Tuesday, October 7th, from 4:30 to 7:00 pm at Station 14. Mayor Windley encouraged everyone to come out and participate in the fun activities and learn about fire safety.

Historic Homes Ceremony & Tour The Historic Landmarks Commission will be hosting the Town's Annual designation ceremony and Historic Designated Homes Tour on Friday, October 10th. The event begins at 1:30 at Town Hall, and is followed by self-guided tours of historically designated homes from 2 p.m. to 5 p.m.

Town Manager's Agenda

Town Attorney's Agenda

Consent Agenda

- 1. Minutes (Attached CA-1A)**
 - A. July 14, 2025
- 2. Monthly Reports (Attached CA-2A)**
 - A. June 2025
 - B. July 2025
- 3. Budget Amendments and Transfers (Attached CA-3A, CA-3B, and CA-3C)**
 - A. Budget Amendment #1C – To appropriate funds from the Beach Nourishment Capital Reserve Fund to the 2027 Beach Nourishment Capital Project Fund
 - B. Budget Amendment #2 – To record encumbrances outstanding at June 30, 2025
 - A. Budget Amendment #3 – To appropriate funds for an on-call contractor to complete Water Systems repairs as needed. Work includes water taps, hydrant, and valve work, as necessary

4. August 11, 2025, Meeting Cancellation

Through electronic consensus, the Board of Commissioners chose to cancel its Monday, August 11, 2025, meeting, due to no pressing business. Additionally, through consensus, the Board has authorized Staff to change the November meeting date from Monday, November 10, 2025, to Wednesday, November 12, 2025. Approval of the Consent Agenda records the Board's decision to cancel the meeting August meeting and reschedule the November meeting.

Ms. Díaz presented the Consent Agenda, and recommended approval.

Commissioner Ingram moved to approve the Consent Agenda, as presented. Commissioner Gray seconded the motion, which was approved by a unanimous, 5-0, vote.

Public Comment

Response to Public Comment

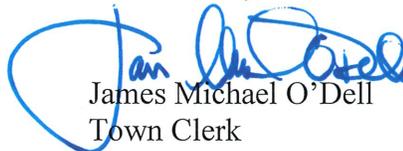
Adjournment

There being no further business appearing before the BOC at this time, Commissioner Heikens moved to adjourn the meeting. Commissioner Ingram seconded the motion, which was approved by a unanimous, 5-0, vote.

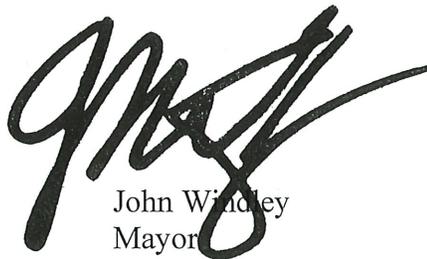
The time was 6:24 p.m.



Submitted by:


James Michael O'Dell
Town Clerk

These minutes were approved by the Board of Commissioners on October 13, 2025.


John Windley
Mayor