

MINUTES

The Town of Manteo Board of Commissioners held their April 6, 2005 adjourned/recessed session in the Manteo Town Hall meeting room, April 13, 2005 at 4:00 PM

The following members were present:

- Mayor John Wilson
- Commissioner David Farrow (arrived at 5:00 pm)
- Commissioner Lee Tugwell
- Commissioner Dellerva Collins
- Commissioner H.A. Creef, Jr.
- Commissioner Edward Etheridge
- Commissioner Larry Belli (arrived at 4:50 pm)

The following member(s) were absent:

Also present at the meeting were:

- Town Manager Kermit Skinner
- Town Clerk –Becky Breiholz
- Finance Officer-Shannon Twiddy
- Department Heads-James McCleave, Butch Luke, Chief D’Ambra, Fred Featherstone, Erin Burke

Mayor Wilson called the Adjourned/recessed April 6, 2005 meeting back to order at 4:08 pm. Mayor Wilson amended the agenda to add a request from Chief D’Ambra to travel out of state and to add a Closed Session NCGS 143.318.11. (a) 6 Personnel

MOTION: Commissioner Tugwell seconded by Commissioner Collins to approve the agenda as amended was approved by the following vote: Ayes: Commissioners Collins, Creef Etheridge and Tugwell. Noes: None. Absent: Commissioners Belli and Farrow.

SUBJECT: Department Head Reports-The Board received these at their regular meeting. The reports will now be discussed during the recessed workshop to allow for the department heads to be at the meeting to answer any questions. Each Department Head went over their report and answered questions by the Board; these reports will be kept on file for one year. Town Manager Kermit Skinner went over his report-and Renaissance had been asked for a price estimate on a gazebo at the cemetery and staff is to check on this. Chief D’Ambra went over his report for the Board. It is this Board’s policy that they approve any out of state travel. The North Carolina Crime Commission has asked that Chief D’Ambra go to Washington, DC to testify before Congress to get North Carolina’s state funding back that has been cut from the Federal budget. This will not cost the Town. Consensus of the Board was to allow the Chief to go to Washington, DC. Water and Sewer Department Head Butch Luke went over his report and the report that was received by Green Engineering on projects that the Town has been doing. A copy of that report will be made a part of these minutes. The Board discussed the cost of these projects. Public Works Director James McCleave went over his report and asked if there was a policy to remove old flowers and such from graves. The Cemetery Committee has established a policy for this and consensus of the Board was that when the interment fees were paid that they

be given a copy of the cemetery policy. Planner Erin Burke went over her report and the fact that the CAMA Land Use Plan needs to be renewed every 5 years, the state pays for part of this but the Board commented that if it cost \$7,000 or \$8,000 more for a reputable firm to do the plan that Ms. Burke should choose them. Site plans submitted were discussed and Pirates Cove Site plan was removed from the Planning Board agenda until proper notification of all adjacent property owners could be done. Zoning Officer Fred Featherstone gave his report and because of the wet weather Phase I of the Boardwalk has not been finished yet; Phase II has been started and Mr. Featherstone is to bring a plan to the Board on how they might be able to continue the Boardwalk in Phase II. The Manteo Middle School site plan amendment was discussed and the Board would like to know who actually owns the property, the county or the school and who obtained the permits. Finance Officer Shannon Twiddy gave the Board the draft budgets and the Board discussed the tax rate. A budget workshop will be set for Monday, May 9th, 2005. Commissioner Tugwell commented about the idea of keeping the tax rate the same, but including basic water and sewer charges in that figure, staff is to investigate.

SUBJECT: Budget Transfer #3-moves funding between line items within the Planning Department to pay ½ of the Transportation Improvement Plan in this fiscal year using existing funding the professional service line item. When Pirates Cove's 5th Addendum debt is satisfied and paid in full that \$8.00 for each gallon collected will be placed in a reserve fund to finance future water and sewer improvements.

MOTION: Commissioner Belli seconded by Commissioner Collins Budget transfer #3 was approved by the following vote: Ayes: Commissioners Farrow, Creef, Belli, Etheridge, Collins and Tugwell. Noes: None. Absent: None

SUBJECT: Facility Fee-The Board had received a proposal previously from Wooten Company and asked them to delete some of the items to try and reduce the cost. The new cost is \$76,831 for a Capitol Improvement Plan and \$52,354 for a Facility Fee Ordinance. The Board thought the price high and it was asked to be placed on the regular monthly meeting agenda under old business for the Board to consider. Staff had previously done research on this topic and the Board discussed the way Nags Head did their impact fees and asked staff to research this further.

SUBJECT: Water and Sewer Ordinance Amendment-this was postponed due to the Town Attorney unable to work on this project as he was working on another project for the Town.

SUBJECT: Commissioner Etheridge would like the Mayor to write a letter requesting that funding be re-established for the dredging of Oregon Inlet to State Senators and Representatives.

MOTION: Commissioner Etheridge seconded by Commissioner Tugwell for the Mayor to write letters requesting funding be re-established for Oregon Inlet was approved by the following vote: Ayes: Commissioners Farrow, Creef, Belli, Etheridge, Collins and Tugwell. Noes: None. Absent: None

SUBJECT: The Board discussed names of Town citizens for the Dare Day Award. Since this is an honorary award the name cannot be revealed until Dare Day.

MOTION: Commissioner Etheridge seconded by Commissioner Collins to enter into closed session NCGS 143.318.11(a) 6 Personnel was approved by the following vote: Ayes: Commissioners Farrow, Creef, Belli, Etheridge, Collins and Tugwell. Noes: None. Absent: None

Personnel discussion.

MOTION: Commissioner Collins seconded by Commissioner Creef to exit the closed session was approved by the following vote: Ayes: Commissioners Farrow, Creef, Belli, Etheridge, Collins and Tugwell. Noes: None. Absent: None

MOTION: Commissioner Tugwell seconded by Commissioner Farrow the meeting was adjourned at 7:30 pm was approved by the following vote: Ayes: Commissioners Farrow, Creef, Belli, Etheridge, Collins and Tugwell. Noes: None. Absent: None

This 13th day of April 2005

ATTEST:

Mayor John Wilson, IV

Town Clerk Becky Breiholz