

MINUTES

The Town of Manteo Board of Commissioners held their May 7th, 2008 Recessed Session May 28, 2008 at 4:00 pm at the Manteo Town Hall meeting room

The following members were present:

- Mayor Jamie Daniels
- Commissioner Edward Etheridge
- Commissioner H.A. Creef, Jr.
- Commissioner Hannon Fry
- Commissioner Richie Burke
- Commissioner David Farrow
- Commissioner Darrell Collins

The following member(s) were absent:

Also present at the meeting were:

- Town Manager Kermit Skinner
- Assistant Town Manager/Planner- Shannon Twiddy
- Town Clerk-Becky Breiholz

Mayor Daniels called the recessed meeting to order at 4:10 pm to discuss the draft FY 08-09 budget that was given to them at their May 14th, 2008 meeting. At last weeks meeting the Board had discussed the budget and wanted to set aside another meeting to discuss the water and sewer budget. Finance Officer Twiddy informed the Board that the Public Hearing would need to be scheduled and they could set the public hearing for the workshop meeting June 11th.

The Water and Sewer Fund's operating expense have continued to rise as Manteo has experienced small growth in revenues due to additional users being added to the system. The recommended budget does not include any funding requests for the replacement of aged lines, or any future expansion of the Waste Water Treatment Plant. The Water and Sewer Fund was established as an Enterprise Fund. Enterprise Funds are structured in a manner that the fund is designed to operate in a self supporting/self sufficient way with revenues being generated by collecting users fees. Finance Officer Mrs. Twiddy noted that for at least the past four years operational expenses have exceeded revenues in the water and sewer fund which is a different from the general fund. It was estimated that approximately 20% of the proposed operating budget could be available for future expenses. The BOC has had a policy of maintaining 50% undesignated fund balance in each fund. Even with the 15% water and sewer rate increase effective July 1 the 50% goal can not be accomplished for the water and sewer fund. The Finance Officer urged the BOC to consider a tiered rate increase over the next few years to increase revenues to cover operational expenses. The Board wanted to do a rate increase this year and review it next year to see if something else can be done. The Board discussed the purchase of a vacuum truck and the cost being split between the Water and Sewer department and the Public Works Department. It has been State mandated to clean 10% of pipe line each year. Other items discussed were the CWTF grant that was applied for by Green Engineering and we will not know anything until September or October. The Board was informed that to meet the September 1st deadline to apply for a NCDENR grant we will need to have a full environmental assessment and a complete engineering report with design and construction.

The Board discussed salaries and Cost of Living raises; 5% and 7% COLA's were reviewed as was a salary adjustment. Commissioner Creef wanted the Board to consider taking the total amount available and divide it by the number employees so that all get the same amount. Staff was asked last year by the Board to get a salary comparison of employees working for Dare County and the municipalities within the county and the Town's salaries were considerably lower than the others within the county.

MOTION: Commissioner Farrow seconded by Commissioner Collins to excuse Commissioner Creef was approved by the following vote: Ayes: Commissioners Farrow, Fry, Burke, Etheridge and Collins. Noes: None. Absent: none. Excused: Creef

After a lengthy discussion on how to adjust salaries the Commissioners would like a chart showing a 5%, 7% and a market rate adjustment comparison and the difference of those to be discussed at another meeting. The Board would like to meet again on Friday, May 30th at 2pm.

MOTION: Commissioner Farrow seconded by Commissioner Burke to set the Public Hearing for the budget for June 11th, 2008 at 4pm was approved by the following vote: Ayes: Commissioners Farrow, Fry, Burke, Etheridge and Collins. Noes: None. Absent: none. Excused: Creef.

MOTION: Commissioner Etheridge seconded by Commissioner Collins to recess at 6:30 pm until Friday, May 30th at 2pm was approved by the following vote: Ayes: Commissioners Farrow, Fry, Burke, Etheridge and Collins. Noes: None. Absent: none. Excused: Creef.

This the 28th day of May 2008

ATTEST:

Mayor Jamie Daniels

Town Clerk Becky Breiholz