

MINUTES

The Town of Manteo Board of Commissioners held their April 1, 2009 Recessed Session April 15, 2009 at 4:00 pm at the Manteo Town Hall meeting room.

The following members were present: Mayor Jamie Daniels
Commissioner H.A. Creef, Jr.
Commissioner Darrell Collins
Commissioner David Farrow
Commissioner Richie Burke

The following member(s) were absent: Commissioner Christine Walker
Commissioner Hannon Fry

Also present at the meeting were: Town Manager Kermit Skinner; Finance Officer Shannon Twiddy; Town Clerk-Becky Breiholz; Department Heads and Employees: Steve Jozik-IT; Erin Trebisacci-Planning; Nathan Pharr-Water and Sewer; Chief Haskett-Police; Carl Jordan-Waterfront; John Boniface-Building Inspector; Rodney Murray-Public Works.

Mayor Daniels called the recessed meeting to order at 4:00 pm and asked the Board to amend the agenda to allow for Public Comment after Department Head reports

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

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

Department Head Reports- were given to the Board at their regular meeting for review and will be on file for one year. Nathan Pharr with Water and Sewer went over his report and they have also been NOV free this month. Mayor Daniels gave the Water and Sewer Department a plaque for the months they have been NOV free. Finance Officer Shannon Twiddy gave her report and informed the Board that Mr. Skinner will receive the draft budget Thursday; she also presented them with a budget versus actual and commented that she has not received any special requests from Board members. Mrs. Twiddy gave a brief report on budget versus actual and the general fund is strong; the dock fund is steady; cemetery fund is self maintained; the water and sewer fund is not doing well and the rate increases have not produced the revenues hoped for and unless the Board raises the rates by 35% the water and sewer draft budget is showing a \$300,000 deficit. Rodney Murray gave the report for Public Works Department and they are cleaning ditches besides other duties. Vance Haskett Chief of Police went over his report. Steve Jozik IT went over his report and been working with Charter on the waterfront and Cartwright Park. Carl Jordan went over his report on the waterfront. John Boniface Building Inspector gave an update on building permits issued and Magnolia Market. Erin Trebisacci went over her report for the Planning Department. She also reported that NCDOT will be re-timing all the signal lights in the

Town. The BOC had asked the Planning Board review the B3 designation on the south side of Town and what future annexations should be in that area and Mrs. Trebisacci read from their minutes the reasoning as to why they recommend that B3 be kept as it was established.

PUBLIC COMMENTS:

Malcolm Fearing and Lynda Midgett-would like recognition of a former Commissioner who served the Town years ago and would like the BOC to give their permission to allow a plaque be placed at what is known as Jules Park. They would like the plaque placed at the base of what is known as Jules cross. Mrs. Midgett explained how the cross came into being. They are not asking for funding just permission to allow them to place a plaque there recognizing the work that Jules gave to the Town.

Malcolm Fearing commented on the acquisition of the Davis lot and supports preserving the view of Elizabeth II but there are some issues that were made in Mr. Greenlee's appraisal and suggest strongly that a survey be required and suggests title insurance and examination be done; and questions the payment of \$350,000 over the appraised value. There could be a party wall on the north side of the property and thinks this needs to be investigated.

SUBJECT: Site Plan Review Darrell's Restaurant - Darrell's Restaurant has proposed an addition to the restaurant on the north side of the building. The addition will be on an existing parking space and therefore does not increase the lot coverage on the site. The purpose of the addition is to allow for the smoking of meat in an enclosed area next to the kitchen. There is no increase in the number of seats in the restaurant. Some lighting was added that needs shielding and Mrs. Trebisacci commented she will get with the builder to take care of this. Staff recommends approval.

MOTION: Commissioner Farrow seconded by Commissioner Creef to approve the site plan as presented was approved by the following vote: Ayes: Commissioners Collins, Burke, Farrow, and Creef Noes: None. Absent: none. Excused: Walker, Fry.

SUBJECT: Discussion of becoming a member of NC20 \$110.00-this was briefly discussed at the Boards regular meeting in April and has come about regarding the increase of the insurance rates for the coastal communities; the Town has already contributed \$5,000 to the Counties legal fund.

MOTION: Commissioner Farrow seconded by Commissioner Burke to become a member of NC20 was approved by the following vote: Ayes: Commissioners Collins, Burke, Farrow, and Creef Noes: None. Absent: none. Excused: Walker, Fry.

SUBJECT: Discussion cemetery request for Potter's Field-designating an area in the cemetery for those who are unable to purchase a cemetery lot. It was discussed that in the past a portion of the cemetery had already been designated as a potter's field, but we can find no record of that. What section to be designated was discussed, the new cemetery cremation sites or a part of the old cemetery. Commissioner Farrow commented it is his understanding that in the old part of the cemetery where the brick fence is next to the Gates property it is hard to sell any lots next to the

fence and he suggests that we use that section of the cemetery to either bury in an urn or a casket. Mrs. Twiddy commented from staff perspective and doing research on how other municipalities handle potters graves is most of them depend upon Social Services to qualify a person and is recommending that we contact Social Services when this arises, we have no means to check financial records but Social Services would have that information. Mayor Daniels asked that a draft ordinance be done and forwarded back to the cemetery board for their recommendations. Mrs. Twiddy asked for clear instructions on what section is to be designated a potter's field since the cemetery board has asked for the potter field to be the last row of cremations sites in the new cemetery and Commissioner Farrow is recommending the old section by the Gates property. The Cemetery Board will review the ordinance and also recommend what sections to be used as a potter's field.

SUBJECT: Discussion of section for sale of single grave sites 1-16-Currently cemetery lots are sold in lots of 4; except for the section near Gates property they are single grave sites. The cemetery Board is recommending sites 1-16 in the new section be sold as single graves. This will be placed on the May BOC agenda for action.

COMMISSIONERS/STAFF CONCERNS

Mrs. Twiddy updated the Board on Collins Park and bronze plaque; the logo is not the correct pixel for the plaque and Mr. Skinner commented that we can get it converted and will forward that to Mrs. Twiddy. She also reported on the signage for the Tourist Bureau and that we will have to use their regular signage about part of the project being funded by them.

Commissioner Farrow-commented about a place he investigated to put restrooms at the waterfront and wants to wait until the restrooms are completed at Magnolia Market and to see how those restrooms work out. He also suggested using the two parking spaces across from Magnolia Market near the boat ramp for restrooms to be considered next year.

Commissioner Creef asked about the underground utilities on Sir Walter Raleigh and Mr. Skinner commented that he sent a letter to Senator Basnight and Bryant Brooks with Dominion Power and he has a meeting with Mr. Brooks next week. Mrs. Twiddy commented that they should also contact the phone company and cable company and get their prices.

MOTION: Commissioner Creef seconded by Commissioner Farrow to enter into closed session NCGS 143.318.11(a) 3 Fearing vs. Town of Manteo was approved by the following vote: Ayes: Commissioners Collins, Burke, Farrow, and Creef Noes: None. Absent: none. Excused: Walker, Fry.

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

MOTION: Commissioner Collins seconded by Commissioner Burke to adjourn at 5:20 pm was approved by the following vote: Ayes: Commissioners Collins, Fry, Burke, Farrow, Walker, and Creef Noes: None. Absent: none.

This the 15th day of April 2009

ATTEST:

Mayor Jamie Daniels

Town Clerk Becky Breiholz