

MINUTES

The Town of Manteo Board of Commissioners held their March 2, 2005 adjourned/recessed session in the Manteo Town Hall meeting room, March 9th, 2005 at 4:00 PM

The following members were present: Mayor John Wilson
Commissioner David Farrow
Commissioner Lee Tugwell
Commissioner Dellerva Collins

The following member(s) were absent: Commissioner H.A. Creef, Jr.
Commissioner Edward Etheridge
Commissioner Larry Belli

Also present at the meeting were: Town Manager Kermit Skinner
Town Clerk –Becky Breiholz
Finance Officer-Shannon Twiddy
Planning Chair Bill Parker

Mayor Wilson called the Adjourned/recessed February 2, 2005 meeting back to order at 4:08 pm

SUBJECT: Discussion and consideration of ongoing Water/Sewer Projects-Ms. Twiddy reported that she has contacted Green Engineering with the Board's request for a detailed scope of services for each project; the projects being: Detailed specifications for Water and Sewer System improvements; Master Interceptor Sewer Plan and a Development Plan Review. She was to also research the current budgeted funds to determine if a budget amendment would be needed to proceed with the projects. The current budget has funds available within sewer line item for contracted services, the rough estimates for the projects was \$27,500 and if additional funds are needed she will prepare a budget amendment for the Boards consideration. The Board discussed the Development Review plan and agreed that it needed to be done and that all new development plans that require connection to our sewer system needed to be reviewed by an Engineer and that the Water and Sewer Superintendent needed to be involved also. The Board would also like detailed specifications for the Water and Sewer System Improvements that would establish a standard review procedure to ensure each project was reviewed accurately and consistently and to develop a checklist to be used by our Water and Sewer Superintendent during site plan review.

A discussion was held regarding development plan reviews. It was the consensus of the Board that all projects needed to be reviewed and tracked to create and maintain a design flow, versus actual flow calculation of wastewater consumption and available capacity at the current WWTP.

MOTION: Commissioner Tugwell seconded by Commissioner Collins that all project that require extensions to the Towns waste water collection system to be reviewed by an engineer and to be paid on an hourly basis from professional services line, was approved by the following vote: Ayes: Commissioners Farrow, Collins and Tugwell. Noes: None. Absent: Commissioner Creef, Belli and Etheridge.

Detailed specifications for Water and Sewer System Improvements were determined to be of utmost importance to the Board. Green Engineering had been contacted to prepare a proposal to include the scope of work to create a uniform equipment schedule, site plan review procedure and other tools to be used to design connections in a way that all connections are consistent and are done in a professional and efficient way. Commissioner Tugwell made several comments regarding the content of detailed specifications and what he thought they should address. Mayor Wilson asked Commissioner Tugwell to work with staff to develop expectations, and to review the scope of work provided by Green Engineering and to negotiate and enter into a contract on behalf of the Town to develop the specifications not to exceed \$9,000.00

MOTION: Commissioner Tugwell seconded by Commissioner Farrow directing Mayor's designee to work with staff to negotiate a contract and enter into a contract to design specifications for water and sewer improvements not to exceed \$9,000 was approved by the following vote: Ayes: Commissioners Farrow, Collins and Tugwell. Noes: None. Absent: Commissioner Creef, Belli and Etheridge.

For several meetings the Board discussed the importance of having an overall Master Sewer Plan prepared. Green Engineering was contacted in February and asked to prepare a proposal. A brief response was received on March 2. On March 3, Ms. Twiddy asked for more information from Green Engineering regarding the scope of work to be included in the project and to identify areas that would be included in the Study. As of March 9, Ms. Twiddy had not received the additional information but will forward it to the Board when received. Ms. Twiddy added that the estimate of \$18,500 may seem high but it would include a development of a design flow versus paper flow and the development of a spreadsheet that would be created by Green Engineering to be maintained by the Town as projects are added to the existing system.

SUBJECT: Water Sewer Ordinance-The Board had asked the manager to research and prepare a draft ordinance to work toward equity in applying the water and sewer ordinance to annexed properties. The current rate is \$16.00 gallon per day based on DENR guidelines which is 120 gallons per bedroom. The Town in the past administered Section 50-123 in several ways. Several developments paid all sewer allocations up front, several paid ½ up front and ½ when permits were pulled. Roanoke Village was based on 2.45 bedrooms and the Flats Development is basing theirs on 3.5 bedrooms. Commissioner Tugwell had a problem that it was not equal if one developer pays for a 2.45 bedroom and builds a 2 bedroom there is a credit and if one pays for 3.5 bedrooms and builds 4 it is not enough. Commissioner Tugwell stated he wanted equity issues resolved and that a specific standard for single family subdivision lots should be established. The Board discussed how many bedrooms should be standard to determine calculations and it was suggested 2 bedrooms be paid for by the developer at \$8.00 and then when the permit is pulled the person pulling the permit would pay \$8.00 per gallon for the balance of the 2 bedroom minimum and if more than two bedrooms were being built the applicant would be charged \$16.00 for each additional bedroom. The Board told the Manager to draft an ordinance to be sent to the Town Attorney and asked Ms. Twiddy to provide the Town Attorney with suggestions. The Board reached consensus that 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.

Mayor Wilson gave the Board an update on the Regional Transportation Committee meeting held that morning. Independent Traffic Engineers attended the meeting and they could do a study of the traffic at the new Manteo Middle School for \$750.00 and the Way Finding Committee held that afternoon. Banners were discussed and the hanging of them and the problems with trying to get the cable or power company to help using their bucket trucks. The Town is trying to come up with a way for poles to be located at both ends of the Town with some type of pulley system. The Board talked about having banners a standard size, to allow for ease of putting up. The Board discussed possibly buying a bucket truck or contracting this out to someone, Town Manager Mr. Skinner will check into contracting this out.

SUBJECT: Review Draft Zoning Ordinance. This is an ongoing project that the Board is doing several times a month.

MOTION: Commissioner Farrow seconded by Commissioner Collins the meeting was adjourned at 6:30 pm was approved by the following vote: Ayes: Commissioners Farrow, Tugwell and Creef. Noes: None. Absent: Commissioner Collins, Belli and Etheridge.

This 9th day of March 2005

ATTEST:

Mayor John Wilson, IV

Town Clerk Becky Breiholz