

## MINUTES

The Town of Manteo Board of Commissioners held their February 4, 2009 Recessed Session February 18, 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 Christine Walker
- Commissioner Hannon Fry
- Commissioner David Farrow
- Commissioner Richie Burke

The following member(s) were absent:

Also present at the meeting were: Town Manager Kermit Skinner; Finance Officer Shannon Twiddy; Town Clerk-Becky Breiholz; Department Heads

Mayor Daniels called the recessed meeting to order at 4:08 pm .

Department Head Reports- were given to the Board at their regular meeting for review and will be on file for one year. Steve Jozik IT Department went over his report and the ongoing projects including connecting our phones with Dare County phone system; set up a vehicle maintenance database; a new microphone system for the FTR Gold recording system; we are still in negotiations with Charter for wireless on the waterfront, Pirates Cove and Cartwright Park. Town Manager Kermit Skinner commented that we had no money invested in the project and Charter was unable to keep the promise of their first proposal and offered some hot spots to the Town but that is still with Charter's legal department. Public Works Director James McCleave went over his report. Chief Haskett went over his report and commented things have been pretty quite. Planner Erin Trebisacci went over her report and that they are working with Coastal Federation to develop a rain garden and that a cistern has been installed at Town Hall; reminded the Board of Know your Bay workshop to be held next week. John Boniface, Building Inspector went over the projects that he is working on. Finance Officer Shannon Twiddy went over her report and reported on budget versus actual and revenues reported thus far. We are having a good year on the dock fund. Water and Sewer funds still need to be watched closely. The General Fund is healthy. She gave the Board a summary of the workshop she attended in Chapel Hill about water and sewer rate and impact fee legislation, and recommendations she has asked for action on and the deadline has passed so she and Town Manager felt comfortable in submitting those letters of intent to NCDENR for funding of water and sewer projects. We are going to need an engineer to apply for some of the funding and for some of the elements to the improvements at the Water and Sewer plant and the Board will need to advertise request for proposals for an engineer if they want to apply for any of the grants that require an engineer. The Board discussed the possibility of hiring a local engineer. Mr. Skinner asked the Board if he and Mrs. Twiddy and Mr. Pharr got together and were able to get an application ready by the 15<sup>th</sup> for them to go ahead and contract with a local engineer to do that and then the Board could make their choice for a long term consulting engineer for the Town at a later date. Consensus of the Board to have staff get an engineer for the project and give the Board time to look for a long term engineer.

Mrs. Twiddy also commented in asking Ed Warren to consult with the Town about how to proceed. Nathan Pharr went over his report and they have been NOV for the month; we also had our compliance inspection two weeks ago and proud to report that we are 100% compliant and it has been a lot of hard work. Carl Jordan Waterfront Coordinator went over his report; had a meeting with other marinas to try to develop a brochure of all the marinas; comfort station has been painted and is repairing the safety lights at all the slips. Commissioner Creef asked about the security system and if they had investigated it and was told that we had a quote from one company which was very expensive. Town Manager Kermit Skinner commented that we have a web cam on Queen Elizabeth and are looking at moving that or having another one installed at the waterfront that would help with some of the security issues.

**SUBJECT:** Sidewalk repair-Sidewalks throughout Town had been put out for bid for repairs and staff received bids and brought to the BOC at February's regular meeting. The Commissioners wanted more information before they decided to award the contract for the repairs. The bids received were from Blue Streak \$19,902; Larson and Larson \$22,990 and Hatchell concrete \$18,500. Mr. Boniface commented that we put bids out for a minimum width of 4 feet and minimum thickness of 4 inches and be of exposed aggregate, concrete, brick pavers as indicated at each location. This item will be placed on the regular March meeting agenda for action.

**SUBJECT:** Wind energy report-Town Manager Kermit Skinner attended the Wind Energy Symposium for Northeastern North Carolina on January 30, 2009. The program was presented by NC State University to help local governments develop ordinances and policies to address the expected interest in wind generated energy. The Planning Board is reviewing this issue for a possible policy recommendation to the BOC.

**SUBJECT:** Cemetery mapping cost –This was discussed at the February regular meeting; Ray Meekins with Seaboard Survey had submitted a proposal to them to determine the location of each grave above ground within the old cemetery and the Board had asked him to include a price to actually put the data into our software. His proposed scope of services is as follows: determine the location of each grave above ground within the old cemetery (west of Lord Essex) and determine from the tombstone whom is buried there along with birth and death dates. Approximate grave sites will be depicted on a revised version of the sketch prepared for the Town by Seaboard Survey in 2006. A digital version of this will be forwarded to Ramaker and Associate who would use this to create a new base map with the correct locations of the sites. Upon receipt of the revised software Seaboard Survey would enter the data, a digital picture of the tombstone and this work would be performed at a cost not to exceed \$19,700.00. Staff recommends approval. There is currently \$7,000 in the cemetery budget and Mrs. Twiddy would need a budget amendment for \$13,000 from general fund undesignated fund balance to fund this. Mrs. Twiddy asked if they could have a start and stop and date and would six (6) months be sufficient and Mr. Meekins commented that he could start next week and hopefully be done in three months. Mr. Meekins asked that something be put in the newspaper that the cemetery is being surveyed and also ask if anyone has a deed to bring a copy to the Town Hall.

**MOTION:** Commissioner Fry seconded by Commissioner Walker to approve a budget amendment for \$13,000 was approved by the following vote: Ayes: Commissioners Farrow, Fry, Walker, Collins, Burke and Creef Noes: None. Absent: none.

**MOTION:** Commissioner Walker seconded by Commissioner Collins to approve the contract with Ray Meekins to not exceed \$19,700 was approved by the following vote: Ayes: Commissioners Farrow, Fry, Walker, Collins, Burke and Creef Noes: None. Absent: none.

**SUBJECT:** Cemetery Fee increase-the BOC asked for more comparison prices before they decided to increase the fees for lots. Commissioner Walker informed the Board she was open to any suggestions. Commissioner Farrow commented that he thinks we should not charge a lot because of the high cost of burial. The Board discussed a fee schedule for the cremation sites, so that cremation sites can be sold at the new part of the cemetery. Lengthy discussion took place on how many people can be buried on one site, placing of a memorial plaque on a grave site and pet burial. The Board would like that cremation fee schedule be placed on the March regular agenda for discussion and possible action.

**SUBJECT:** Playground Equipment cost discussion- Mrs. Trebisacci commented that she met with Playworld Systems and we have received a quote for \$61,000. She thinks we can knock off \$10,000 if we do the mulching and installation of the equipment. She also commented that we can apply for a grant from the tourist bureau. Mrs. Trebisacci will continue working on obtaining a grant to fund this and also speak with the County Parks and Recreation. She will also pursue obtaining funding from a private enterprise such as Home Depot. In the meantime the Board would like something placed out there and are willing to spend up to \$5,000 and to pursue other funding sources. The property was intended to be used for a rain garden to treat storm water and would only clean a fraction of the storm water.

**SUBJECT:** Manteo Way of Building discussion. Commissioner Fry commented that he thought we would have a special workshop to discuss this with the Planning Board on March 11<sup>th</sup> at 4:00 pm.

**SUBJECT:** Report Affordable Housing-We had a meeting with the developers to talk about miscommunications; we have listed 3 lots from Cypress Cove for sale and one unit from The Flats. We are taking applications until March 17; we are having a workshop on February 24<sup>th</sup> at 2pm for information to dispense information on affordable housing.

#### COMMISSIONERS/STAFF CONCERNS

Commissioner Fry commented that on private property on Holly Ridge Road people are allowed to use it for their dirt bikes and ORV but someone is complaining to Dare County about the noise and he would like the Town to support those who want to use that property for recreational riding and dirt bikes. Several residents are trying to stop it because of the noise.

**MOTION:** Commissioner Creef seconded by Commissioner Fry to adjourn at 6:00 pm was approved by the following vote: Ayes: Commissioners Collins, Fry, Burke, Farrow, Walker, and Creef Noes: None. Absent: none.

This the 18<sup>th</sup> day of February 2009

ATTEST:

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Mayor Jamie Daniels

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Town Clerk Becky Breiholz