

MINUTES

The Town of Manteo Board of Commissioners held their May 4, 2005 adjourned/recessed session budget workshop in the Manteo Town Hall meeting room, May 11, 2005 at 4:00 PM

The following members were present: Mayor John Wilson
Commissioner Lee Tugwell
Commissioner Dellerva Collins
Commissioner H.A. Creef, Jr.
Commissioner David Farrow
Commissioner Edward Etheridge

The following member(s) were absent: Commissioner Larry Belli

Also present at the meeting were: Town Clerk –Becky Breiholz
Finance Officer-Shannon Twiddy
Department Heads-Chief D’Ambra, Erin Burke,
Fred Featherstone, James McCleave

Mayor Wilson called the Adjourned/recessed budget workshop May 4, 2005 meeting back to order at 4:00 pm.

SUBJECT: Department Head Reports: All Department Head reports will be on file for one year. Erin Burke Planner and Fred Featherstone Building Inspector gave their report to the Board. There were several changes Ms. Burke has made to the Affordable Housing Ordinance and went over those changes with the Board and will have another draft copy for their review at their June meeting for discussion and possible adoption. Public Works Director James McCleave gave his report and the Board asked him if he would like another employee or someone to take care of the maintenance of the cemetery and Mr. McCleave responded it would be a great help to him if they could find someone to maintain the cemetery. Staff is to place an ad in the paper to receive bids for their consideration. Mr. McCleave had also asked the Board since two of his employees live in Creswell and Roper if they could drive a town vehicle home due to the increase in gas prices. All other department heads were not available for comments on their reports and Commissioner Collins commented that they need to be made aware that they are to be present for their reports.

SUBJECT: Budget Review-The Board had requested information at last weeks meeting about traveling and training; dues and subscriptions; IT job description and IT breakdown what each department was requesting and then a total IT cost for all. Staff had prepared those items for the Board to review. A lengthy discussion on the IT needs was discussed and the Board would like all IT items have be combined in their own line item. The rest of the budget was discussed and the Board was given information on shared revenue and that it would be down by about \$200,000. Ms. Twiddy is to give the Board a projection of the estimated fund balance percentage. The Board discussed the cost of living raise and staff is to calculate on a 4% basis and divided equally across the Board to each employee. The Board will not accept the merit pay proposal for the Police Department, but the Chief can use the titles if he wishes.

Mayor Wilson gave the Board an update on the underground utility project for Ananais Dare with NC Power. He was told that money had been appropriated to NC Department of Transportation. Easement agreements will need to be received from property owners and the Mayor needs to be authorized by the Board to execute the contract. NCDOT will pay for the underground work, but the Town will need to pay for removal of sidewalk and gutters; move the meter base and replace the sidewalks. We have received prices for the cemetery gazebo from Renaissance for \$59,747.01. Staff is to prepare grant application to the Percy W. and Elizabeth G. Meekins Charitable Trust. Also a price quote from Renaissance was received for the brick wall for the cemetery and to install 192 niches for cremation urns for \$96,075.60. Mayor gave the estimates to Commissioner Farrow to take to the Cemetery Board for discussion. The Board also discussed the tax rate again and after a poll the majority of the Board was comfortable with .19 cent. The Board had requested a proposal of the possibility of having a set rate amount for water and sewer to be added to the customers' tax bill and Ms. Twiddy gave the Board the information on that.

MOTION: Commissioner Tugwell seconded by Commissioner Collins the meeting was recessed/adjourned at 7:30 pm until Thursday, May 19, 2005 at 7:30 pm for the Pirates Cove Public Hearing was approved by the following vote: Ayes: Commissioner Creef, Collins and Tugwell. Noes: None. Absent: Commissioner Belli, Etheridge and Farrow

This 11th day of May 2005

ATTEST:

Mayor John Wilson, IV

Town Clerk Becky Breiholz