

MINUTES

The Town of Manteo Board of Commissioners held their August 3, 2005 adjourned/recessed session in the Manteo Town Hall meeting room, August 10, 2005 at 4:00 PM

The following members were present:

- Mayor John Wilson
- Commissioner David Farrow
- Commissioner Lee Tugwell
- Commissioner Dellerva Collins
- Commissioner H.A. Creef, Jr.
- Commissioner Edward Etheridge

The following member(s) were absent:

Also present at the meeting were:

- Town Manager Kermit Skinner
- Town Clerk –Becky Breiholz
- Finance Officer-Shannon Twiddy
- Department Heads-James McCleave, Butch Luke,
- Chief D’Ambra, Erin Burke

Mayor Wilson called the Adjourned/recessed August 3, 2005 meeting back to order at 4:05 pm.

SUBJECT: Department Head Reports-Department Head reports were given to the Board of Commissioners at their last regular meeting. The reports will now be discussed during the recessed workshop to allow for the department heads to be at the meeting to answer any questions. Each Department Head went over their report and answered questions by the Board; these reports will be kept on file for one year. Commissioner Creef asked Police Chief D’Ambra to look at the parking on Sir Walter Raleigh and Essex. Water and Sewer Superintended Butch Luke informed the Board that there will be a meeting with Green Engineering regarding on going projects on August 16th. Commissioner Etheridge asked James McCleave Public Works Director the feasibility of switching out Town vehicles with diesel ones and Mr. McCleave responded that it would not be any more beneficial. The Board asked Mr. McCleave about the contractor that was hired to cut the cemetery for two months and Mr. McCleave wasn’t really satisfied with the work, he commented that it is one person and by the time he finishes it is time to start over. The Board suggested that the contractor be talked to about improvements and the possibility of going with the other contractor if it can’t be resolved.

Town Manager Kermit Skinner informed the Board that he met with Daniel Khoury about the deeding of the new portion of the cemetery. Mr. Khoury suggested that the cemetery be broken down into sections which Green Engineering will be doing. There is no room for landscaping so if the Board wants landscaping they will need to set aside an area for that. Commissioner Farrow who is on the Cemetery Board commented he will schedule a meeting of the Cemetery Board and let the Board of Commissioners know of its recommendations. Mr. Skinner gave the Board an update on the Outer Banks Transportation Task Force which the Town contributed money to help do the study. They will be having a meeting soon to discuss the possibility of a trolley service. Dare County Emergency Management will be putting N.O.A.A. on our radio with continuous weather and any other emergency information they deem necessary. Once the radio

station is up and running the Board would like an announcement in the newspaper. Mr. Skinner should have the final draft of the signs for Cartwright Park. The Building Inspector and IT positions have been filled and the new employees will be introduced at the September meeting. Finance Officer Shannon Twiddy presented the Board with two amended job descriptions for the Building Inspector and Planner. The amendments reflect that the Building Inspector will be supervised by the Planner and added that he would be required to attend Board meetings; also one his duties will included the CAMA flood maps and that the Building Inspector be able to obtain at least level II within the first year of employment.

MOTION: Commissioner Creef seconded by Commissioner Collins to approved the job descriptions as amended was approved by the following vote: Ayes: Commissioners Farrow, Creef, Etheridge and Collins. Noes: Commissioner Tugwell. Absent: none

SUBJECT: Distribution of draft zoning ordinance for the Board to review and set a public hearing. The Board was informed that while they review the ordinance if they see anything they would like changed to contact Planner Erin Burke and then the Board will discuss it at another meeting. Ms. Burke commented that some sections are still missing but she will have the additional pages by August 19th. The Board decided to wait to set the Public Hearing in September and come back next week to discuss the draft ordinance.

The Board discussed various ongoing projects the weather tower and ways to secure it. Also discussed was the flooding at the Farm Bureau property that runs onto Hatton Midgett's property and Commissioner Etheridge stated he is on their Board and will bring it up at their next meeting. Meanwhile Ms. Burke will send a letter to the Farm Bureau with a copy going to Mr. Midgett. Other items discussed were the duties of Carl Jordan who patrols the downtown area; children diving off the bridge. A request was received from a resident that signs be put up on Devon Street informing drivers that there is a blind person in the area who crosses the street. The Board has no objection to signs being posted.

MOTION: Commissioner Creef seconded by Commissioner Collins the meeting was recessed/adjoined at 5:30 pm until Wednesday, August 17, 2005 at 4:00 pm to review the draft zoning ordinance was approved by the following vote: Ayes: Commissioners Farrow, Creef, Etheridge, Collins and Tugwell. Noes: None. Absent: None.

This 10th day of August 2005

ATTEST:

Mayor John Wilson, IV

Town Clerk Becky Breiholz