

MINUTES

The Town of Manteo Board of Commissioners held their January 7, 2004 adjourned session in the Manteo Town Hall meeting room, January 14, 2004 at 3:00 PM NO ACTION WAS TAKEN.

The following members were present:

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

The following member(s) were absent:

Also present at the meeting were:

- Town Manager-Kermit Skinner
- Finance Officer- Shannon Twiddy
- Town Clerk –Becky Breiholz
- Planner Fred Featherstone

Mayor Wilson called the Adjourned/recessed January 7, 2004 meeting back in order at 3:00 p.m. Commissioner Collins arrived at 3:05 p.m.

The Board discussed various topics that were included in the January 7th agenda and received reports on various on going projects.

Town Manager Kermit Skinner brought to the Board a letter from Thomas Bogg's owner of Clara's Restaurant on the waterfront for a request for an easement on Town property to place his LP gas tanks. It seems that the underwriter for the insurance company of the waterfront condominiums will discontinue coverage if his tanks are not removed and placed elsewhere. The Board discussed granting an easement vs. an agreement allowing him to bury the tanks on Town property, and having a time limit to be renewed every three years. Commissioner Belli commented about the property being developed with federal funds and any easement granted could compromise conditions of the grant funding received for the development of the park area. Consensus of the Board was to have Town Attorney Daniel Khoury research easements and have applicant reimburse Mr. Khoury for any work he will do on this project. The Board would also like that the tanks be anchored down in some way. Consensus by the Board is for the Town Manager and Town Attorney to proceed researching the possibility of an agreement rather than an easement with Mr. Boggs.

Commissioner Etheridge asked why the Board was holding the meetings in the afternoon and thought it interfered with the members of the Board who work during the day. Mayor Wilson commented that he would like to try this for one more month and then the Board make a decision on whether to continue during the day or evening.

The Board received as handouts proposals for the County Administration building and historic courthouse downtown. Mayor Wilson commented that the Town should not be forced to make the decision but to work with the County in whatever decision they make and would like a consensus from the other Commissioners about what they want. Development of the administration offices were shown at both the new Justice Center at Midway and at the current location downtown. The Board would like to have an option to purchase the property if the County decides to vacate the downtown area. Commissioner Tugwell would like to know the square footage of the property in the downtown area. Consensus of the Board is to support the County in on their decision for either location but would like the County to use the old courthouse as the County Commissioner's meeting place upstairs and allow the old courthouse to be used for other community activities and if the County retains the Bell House and old hotel they would like the County to save and maintain those buildings.

Hiring a full time Planner was discussed and the Board discussed hiring someone just out of college starting on their career vs. hiring a seasoned planner and all agreed that it would be better to hire someone starting out on their career. They discussed duties and salary and the Board would like the figure of \$35,000 to be included in the budget draft.

Commissioner Farrow would like fencing around the cemetery and possibly starting a Capital Improvement Plan and making contributions to it every year, to be repaid to the general fund after the cemetery starts generating income. Commissioner Farrow and Mr. Featherstone to estimate what a fence would cost. Commissioner Tugwell would like to make sure that the cemetery is self supporting.

Commissioner Collins would like to add \$10,000.00 to the Special Events line item to be split between Dare Days, Christmas and 4th of July.

Christmas decorations were discussed and Town Manager Kermit Skinner is to get prices. The Board discussed the possibility of asking the businesses if they would be interested in purchasing.

Underground Utilities were discussed and Mayor Wilson thought in the franchise agreement with the power company all poles needed to be ADA compliant and even though the franchise agreement has expired we could still possibly get them underground based on the old agreement. The Board would like Town Attorney Daniel Khoury to write the Utilities Commission on whether or not the agreement is still valid. The Board discussed the fact that the General Assembly gave Dare County authority to create a utilities surcharge with money collected to be used to place power lines underground. Mayor Wilson stated that to the best of his knowledge Dare County has never enacted the surcharge, therefore the fees have not been collected and would like Town Manager Kermit Skinner to contact Dare County to ask for the status and intentions of enacting the surcharge.

The Board discussed the CVS Drug Store development at midway and they have secured an easement so it appears they will be on the corner at midway.

Mayor Wilson commented that he has discussed the 45 mph speed limit at midway; flyover; regional plan with Jerry Jennings with NCDOT and he is to get back with him. Mayor Wilson would like to make an appointment with NCDOT Secretary Tippet in Raleigh and take a representative from each organization that supported the Town to reduce the speed limit, look at other alternatives besides a flyover and the signage at midway. There were no objections by the Board for him to do so.

Mayor Wilson commented that the Public Hearing has been scheduled for the rezoning at Midway and adjacent property owners were notified.

The Board would like the Planning Board to research the possibility of having an information kiosk at the waterfront. Commissioner Belli is to provide some pictures that the National Park Service have done.

Affordable Housing handouts were given to the Board and they were asked to review for discussion at the next workshop and then have staff draft an ordinance for the Town of Manteo.

Mayor Wilson contact Marietta Trainor who owns the property next to the Town Hall to see if she was interested in selling and she has no interest to sell at this time.

Repairs to the Boat House was discussed and Commissioner Tugwell recommended that the Town remove and replace roof and do some structural bracing instead of building a new building which would save the Town some money. Mayor Wilson will sketch plans and Mr. Featherstone is to contact Hal Goodman and ask him to do an assessment of underneath the building and get several informal bids. The Board is to receive a report at their February meeting.

The Board discussed painting fish on storm drains like some other Towns have done. This is to remind people that things that go in the drain actually go into the Bay and could be environmentally unsafe. Staff is to get more information to the Board from others that have done this.

Commissioner Tugwell commented he has had a chance to review the agreement of the leasing of the Water Department lab that was discussed that the Board's January 7th meeting, and the Board directed Town Manager Kermit Skinner to execute the Lease agreement with Envirotech.

The Board discussed Community Policing and what they expect of the Town's Police Department and that they need to support the Police Department. The Board would like a copy of the citizen survey that was done by the Justice Center for the Town and the survey that was done by Elizabeth City.

Commissioner Collins gave a report on the Special Events Committee and that Sybil Ross was appointed Chairperson. They meet with the Dare Day Committee and Dare Days will be the first Saturday in June and Melva Garrison with the County is the Chair of the Dare Day Committee.

Commissioner Farrow would like Town property located at Sunny side surveyed, and Mayor Wilson asked staff to check Town records first and see if the markers are still there before a survey is done.

Commissioner Belli commented about the property owned by Roanoke Island Commission at Southern Shores and wanted to know the Board's position on that since he is the Town's representative. There seems to be a problem with public access and the Commission has asked the Town of Kitty Hawk to annex them into their limits since Southern Shores will not grant a public access.

The Board received a copy of an amendment to the College of Design contract for \$5,000 more and that there is only \$4,700 left in the budget. Mayor Wilson left a message for Mr. Stein and asked if they would reduce it to \$4,500 and if not then the Board will need to do a budget amendment.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Tugwell seconded by Commissioner Collins the meeting was adjourned at 6:00 p.m. and approved by the following vote: Ayes: Commissioner Tugwell, Farrow, Collins and Creef. Noes: None. Absent: Commissioner Belli and Etheridge.

This 14th day of January 14, 2004

Mayor John Wilson, IV

ATTEST:

Town Clerk Becky Breiholz