

## MINUTES

The Town of Manteo Board of Commissioners held their Workshop Session at the Manteo Town Hall meeting room May 15, 2002.

The following members were present:

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

The following member(s) were absent:

Also present at the meeting were:

- Town Manager-Kermit Skinner, Jr.
- Assistant Town Manager/Finance- Shannon Twiddy
- Police Chief-F. T. D'Ambra
- Town Clerk-Becky Breiholz
- Planner/Fred Featherstone
- Public Works Director-James McCleave
- Butch Luke-Utilities Superintendent

Mayor Tugwell called the workshop meeting to order at 6:10 p.m.

Commissioner Creef would like to amend the agenda by placing Items #6 and #7 before the Budget workshop discussion.

**MOTION:** By Commissioner Collins seconded by Commissioner Farrow to amend the agenda to move item #7 to #3 and item #6 to item #4 and moving the other items down.

**SUBJECT:** Discussion and consideration of hiring a Town Attorney. This was moved to item number 3.

**MOTION:** By Commissioner Creef seconded by Commissioner Farrow to accept Dan Khoury's proposal submitted and is with the firm of Vandeventer & Black and Black and to take effective immediately. Ayes: Commissioner Creef, Farrow, Etheridge, Collins, Wescott. Noes: None. Absent: None.

**SUBJECT:** Discussion of setting a Public Hearing to be held Wednesday, June 5, 2002 for the Planning Boards recommendation to end the moratorium by amending Section 7.04 and Section 7.05 of the Zoning Ordinance setting out maximum square footage as dimensional requirements for B-1 Village Business District and B-2 General Business District This was moved to Item number 4. Commissioner Creef gave a brief history of the building moratorium and Planning Chairman Billy Parker read the proposed text amendments to the Board which will be made a part of these minutes.

**MOTION:** Commissioner Creef seconded by Commissioner Farrow to hold a Public Hearing Wednesday, June 5, 2002 to amend Section 7.04, Section 7.05 setting out maximum square footages as dimensional requirements for B-1 Village Business District and B-2 General Business District. Mayor Tugwell **ruled this motion out** of order due to the fact that it violates the Board procedural rules that nothing be submitted unless the Board has received the information in writing and also a policy that text amendments will not be on regular monthly meetings without being discussed first at a mid month workshop session and procedurally we have violated some of our rules, but he will entertain a motion to suspend the rules. **MOTION:** Commissioner Farrow seconded by Commissioner Creef to suspend the rules was approved by the following vote: Ayes: Commissioner Farrow, Creef, Etheridge and Collins. Noes: Commissioner Wescott. Absent: None. **MOTION:** by Commissioner Creef seconded by Commissioner Farrow to hold a Public Hearing Wednesday, June 5, 2002 to amend Section 7.04, Section 7.05 setting out maximum square footages as dimensional requirements for B-1 Village Business District and B-2 General Business District was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, and Creef. Noes: None. Absent: None

**MOTION:** By Commissioner Wescott seconded by Commissioner Collins to reinstate the rules was approved by the following vote: Ayes: Commissioner Farrow, Creef, Collins, Wescott and Etheridge. Noes: None. Absent: None.

**SUBJECT:** Discussion of the Hazard Mitigation Plan-In order to qualify for any disaster assistance in the event of a hurricane or natural disaster the State is requiring that all Counties and Towns have a Hazard Mitigation plan in place. The Board discussed the changes the P&Z made and this plan will be made a part of these minutes.

**MOTION:** Commissioner Creef seconded by Commissioner Farrow to accept the Hazard mitigation plan as presented with the changes made by the Planning Board-**MOTION** by Commissioner Etheridge seconded by Commissioner Wescott to **amend** the motion to reflect the correct spelling of Nor'easter to Northeaster in the final draft was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, and Creef. Noes: None. Absent: None

**SUBJECT:** Discussion and consideration of placement of the Water Tank. A suitable spot to locate the water tower has been an ongoing project and several sites have been discussed two of which were on Dare County School Board property. Mayor Tugwell and the engineer have asked the Dare County School Board for permission to locate the site on the High School property. The Town has received a grant to install a water tower and if the Town does not do this it will lose the \$500,000 grant. The area the School Board has allowed the Town to use is the back of the high school.

**MOTION:** Commissioner Farrow seconded by Commissioner Collins to accept the proposed water tank location at Manteo High School was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins and Wescott, Noes: Commissioner Creef. Absent: None

**SUBJECT:** Discussion of Budget for FY 2002-2003 and setting of a Public Hearing. Town Manager Kermit Skinner gave a brief overview and stated the budget is a fairly conservative, proposing to hold the tax at 37 cents for the tenth year in a row and there is a 16% decrease in expenditures from last years. A 2.5% COLA is included in the budget and the health insurance will be paid for the employee and the employee will now pay 20% of the dependent coverage and the Town 80%. The Police Department is requesting a position with a grant. Mr. Skinner also stated that he will reclassify two positions in finance.

Discussion took place on the overall budget, the water and sewer rates, the State Budget crisis which is resulting in the state holding Town money.

The Board started with the revenue projections and then went by department and line item. The Governing Body budget was discussed and discussion took place on the \$7,000 for televised meetings, Mayor polled the Board to see who would like to be televised and Commissioner Farrow did not care, Wescott, yes, Collins, Etheridge and Creef no. Consensus of the Board to not televise and remove this line item from the budget.

Administration Budget -Professional Services for \$7,000 was discussed and Mr. Skinner commented this money is to include a 5 year classification pay study update by the NCLM.

Travel and Train was discussed and the Board requested a list of employees who plan to go where, cost and what courses for all departments. Dues and subscription was discussed and the Board would also like an itemized list of what dues and subscriptions are paid. Consensus of the Board that travel and train, dues and subscriptions for all departments to be reserved for final adjustments after the board is supplied with an itemized list.

Police Department-Commissioner Collins would like to cut back other supplies from \$10,000 to \$8,000. Consensus of the Board to reduce to \$8,000.

Planning and Zoning is asking for \$20,000 to continue the revitalization plan done in the 80's.

Cultural Projects-Commissioner Collins commented that we have been asked by the airport authority to move the 4<sup>th</sup> of July up that way.

Commissioner Wescott-commented he thought overtime for 4<sup>th</sup> of July, Dare Days, Christmas Eve etc., should be charged against the cultural projects instead of the Public Works Department. Ms Twiddy commented that this has been discussed in the past by the Board and that last year the board requested no budget amendments be done until the line item is exhausted ???????

Discussion of non-departmental and Property and Liability insurance is a fixed cost for all the town buildings, vehicles, supplies etc. and this year it has been split with half to water and half to sewer.

Discussion of the Cemetery Perpetual Care Fund and it was commented that the cost to the Town is about \$660.00 per mowing if we use Town resources. The Board has always transferred \$3500 to this fund for maintenance of the cemetery and it was discussed that the fund should

make money to pay for maintenance expenses and that the perpetual care fund should be able to draw enough interest to take care of itself.

**MOTION:** Commissioner Collins seconded by Commissioner Etheridge to schedule a Public Hearing for the proposed draft Budget FY 2002-03 for June 5, 2002 at 7:30 p.m to include the changes discussed reducing the Police Department \$2,000, removing the \$7,000 for televised meetings, travel and training and dues and subscriptions to be adjusted after the board has a chance to review them and add a debt service for the waterworks capital improvement plan was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, and Creef. Noes: None. Absent: None

Commissioner Farrow would like to have a trade in policy for vehicles for 100,000 miles or 4 years.

**MOTION:** Commissioner Creef seconded by Commissioner Farrow to adjourn the meeting was adjourned at 9:00 p.m. was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, and Creef. Noes: None. Absent: None

Adopted this the 15<sup>th</sup> day of May, 2002

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Lee Tugwell, Mayor

ATTEST:

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Becky Breiholz, Town Clerk

