

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, September 3, 2003 at 7:30 p.m.

The following members were present:

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

The following member(s) were absent: None

Also present at the meeting were:

- Finance Officer- Shannon Twiddy
- Town Clerk-Becky Breiholz
- Town Attorney-Daniel Khoury
- Planner Fred Featherstone
- Police Chief-F. T. D'Ambra

Mayor Tugwell called the Regular meeting to order at 7:35 followed by a moment of silent meditation and the Pledge of Allegiance.

Mayor Tugwell informed the Board that Town Manager Kermit Skinner would not be present due to illness.

SUBJECT: To amend the agenda to remove item 8C –Discussion of Town of Manteo Plan.

MOTION: Commissioner Wilson seconded by Commissioner Farrow to approve the agenda as amended was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, Wilson and Creef. Noes: None. Absent: None

SUBJECT: Approval of Minutes Regular Session August 6, 2003

MOTION: Commissioner Collins seconded by Commissioner Farrow to approve the minutes was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, Wilson and Creef. Noes: None. Absent: None

SUBJECT: Approval of Minutes workshop Session August 20, 2003

MOTION: Commissioner Farrow seconded by Commissioner Creef to approve the minutes was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, Wilson, and Creef. Noes: None. Absent: None

(PUBLIC COMMENT)

Angel Khoury 305 Essex Square Manteo, speaking on behalf of the Maritime Committee of the Roanoke Island Commission wanted to let the Board know how successful the Junior Sailing Program has become which has grown from one week to seven weeks a summer and 76 children learn to sail off the Town property at Creef Park. The lawn space and the boat house are used for their classroom activities and then they launch the little optima sailboats off the floating dock down by the boardwalk. Ms. Khoury commented that they gave nine students scholarships last year of \$125.00. They are now raising money for a larger boat which would allow all the children that have graduated from this program to continue in the sailing program but are now too big to fit into the little optima boats. There would be naming opportunities for example putting the Town of Manteo on the sail for \$250.00 to whatever sponsorship the Board would like. Ms. Khoury would very much appreciate it if she could present the numbers in writing to the Board for their consideration at their next meeting which she can give to Mr. Featherstone or to a Commissioner if they want to work directly with her. She also informed the Board that the Tri-Party Agreement operating the Maritime Museum through Friends of Maritime Museum Roanoke Island Committee and the Town of Manteo is really doing a great job with the children's program.

Walter Holton-representing the Board of Education-wanted to let the Board know that the Board of Education was going to do everything they can to cooperate 100% with whatever the Town feels they can do to make the new schools appropriate for Manteo and would like to have a cooperative effort on this.

(OLD BUSINESS)

SUBJECT: Discussion and approval of Resolution 2003-10 to apply for a CAMA grant. Per the Board of Commissioner's request Planner Fred Featherstone had made an application for a CAMA grant for the waterfront boardwalk and bulkhead. The Town needs to pass a resolution that states the Town will pay \$48,500 as its share in receiving the grant. Mr. Featherstone commented that the total expected cost is \$365,000 to replace all the boardwalks and wooden bulkhead and in addition they propose to build a boardwalk under the Cora Mae Basnight Bridge that would tie into the existing boat ramps, handicap boat ramps and install one handicap boat slip at the Marshes Light pier. Mr. Featherstone is fairly confident that we will get \$195,000 from CAMA which will leave the Town with an in kind match of 25% which would be \$48,500. Mr. Featherstone also commented that they have applied for a grant for the full \$365,000 to the Tourist Bureau and hopefully some percentage will be recouped from them. Mr. Featherstone stated that they have applied for the grants in five phases. Finance Officer Ms. Twiddy commented that we had applied for RC&D funds which we have already received 60% funding and has \$90,000 currently appropriated.

MOTION: Commissioner Wilson seconded by Commissioner Farrow to approve Resolution 2003-10 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wilson, Wescott, and Creef. Noes: None. Absent: None

SUBJECT: Dues and subscriptions for the Arbor Day Foundation. Per the Board's request all dues and subscriptions must have their approval before they are paid.

MOTION: Commissioner Wescott seconded by Commissioner Wilson to approve the payment for the Arbor Day Foundation was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wilson, Wescott, and Creef. Noes: None. Absent: None

SUBJECT: Discussion and consideration of moving the weather tower from the Booth property to the Manteo waterfront. This has been discussed and approved previously by the Board and staff was directed to get a price quote for the moving the tower. The quote is \$1,750.00 and does not reflect any engineering or legal costs or costs associated with the design and construction of a foundation for the tower in its new location. Mr. Featherstone commented that he would feel more comfortable if the Town had a written agreement with the Booth's who are the owners, stating they are giving us the tower and allowing the Town to go on the property to remove the trees and vines to further inspect the tower. Town Attorney Daniel Khoury is to draft a written agreement and then staff is to get an estimate on what it would take to remove the trees and an estimate on the foundation. Commissioner Etheridge commented on the cost of moving it, foundation work and upkeep could be expensive and suggests that there just be a simple pole to raise flags on, and commented that "we forget the tower and look into the cost of putting a pole down there."

(COMMISSIONER'S AGENDA)

SUBJECT: Discussion of uses allowed in Section 7.04 Village Business District B1 and Section 7.05B-2 which were included in the Board packages. Commissioner Farrow commented that since the Board is talking about changing some of businesses allowed in the B2 zone by the canal where Billy Maxwell wants to build a boat building he wanted everyone to see what is allowed in B1 comparable to B2 and one zone has some things the other doesn't have. Commissioner Farrow commented that is his understanding when the B1 district and B2 were first established everything that is in B1 was supposed to be permitted in B2, but they are not listed that way. He also commented that the School of Design will be examining these and have changes to make also. Commissioner Farrow commented that the best thing to do is hold off until we get the report from the School of Design.

SUBJECT: Discussion of Manteo Elementary and Manteo Middle Schools. Commissioner Wilson reported that he attended the meeting with the Manteo Elementary School Improvement Team where a new architect provided sketches for a new Manteo elementary school that could be built behind the existing one. He did a site plan in his sketch including the Kellogg property that the County is purchasing which placed all the stacking of the cars that line up in the morning and afternoon and the parking lot for the school off of the side street Barlowe and closed every curb cut on Hwy. 64 with the exception of one for the buses to drop off and pick up. Commissioner Wilson commented that it seems like it is a site plan that could be easily approved by the Town. Commissioner Wilson commented that he has looked at the plan Manteo middle school which is outside the Town but will certainly have an impact on Hwy. 64 through the Town. The site plan has been sent to the County and Corridor for review and that 70% of traffic

of the new school is going to come from the south and through the Town to the north end. Their traffic engineers estimate that 20% of the traffic to the middle school will be coming from the North and 10% will be coming from Wingina and Mother Vineyard. The study estimated the stacking distance in the afternoon to be approximately 1,000 feet and morning drop off is going to result in long delays if the intersection is not at a stop light. The study also said it was going to cause long delays at Wingina and Mother Vineyard and it further states that a new stop light there in the curve would lead to an increase in accidents once initially installed, especially rear end collisions. Commissioner Wilson commented that the problem is that all access is off Hwy. 64 and does not believe the Corridor will be able to approve it as it is proposed. Both the County and the Corridor are asking them to look at alternatives that include the extension of Mother Vineyard Road into the property and hook up with other existing streets on the south side of the property and that would eliminate the stacking on Hwy. 64. Commissioner Wilson would like to have the Town Manager fax a letter to the County Commissioners, the Chairman of the County Planning Board and to the Corridor Administrator supporting a requirement that a surface roadway for the middle school be put in that hooks up with existing surface roads south of the property to keep the stacking off of Hwy. 64. It will protect the corridor, prevent the need for the proposed 4 lanes of pavement at Mother Vineyard intersection and provide fire and public safety vehicles access to the site that is not limited to one access and it could be designed so that a signal is not needed. . Consensus of Board to have Town Manager Kermit Skinner fax a letter to the County Commissioners, the Chairman of the County Planning Board and to the Corridor Administrator that the Town supports a study of finding alternative ways.

SUBJECT: Discussion of Manteo Update Plan-Commissioner Wilson-removed from agenda.

(NEW BUSINESS)

SUBJECT: Discussion and consideration of an amendment to the Personnel Policy to include a smallpox vaccine policy. As a result of Section 304 of the Homeland Security Act and the recent NC General Assembly HB 273 municipalities are required to have an amendment to their personnel policy covering workman's comp to include adverse reactions to small pox vaccines that are a direct result of employment be recognized as a compensable covered event

MOTION: Commissioner Wescott seconded by Commissioner Farrow to approve amendment to the Personnel Policy to add a smallpox vaccine policy was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wilson, Wescott, and Creef. Noes: None. Absent: None

(FINANCE OFFICER'S AGENDA)

SUBJECT: Discussion and consideration of Budget amendment #3 account refund. This budget amendment allows for a refund to be given to Shallowbag Bay Club for sewer connection fees paid for restaurant seating previously calculated at 40 gallons per seat. In July 2003 the Board of Commissioners changed the charge from 40 gallons per seat to 15 gallons per seat and at their August 6, 2003 meeting the Board authorized the adjustment, since the restaurant building is still under construction.

MOTION: Commissioner Farrow seconded by Commissioner Wilson to approve budget amendment #3 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wilson, and Creef. Noes: Commissioner Wescott. Absent: None

(TOWN MANGER'S AGENDA)

SUBJECT: Town Manager and Department Head reports.

(TOWN ATTORNEY'S AGENDA)

SUBJECT: Report on pending projects

The Board had asked Daniel Khoury to draft a request for new legislation to the General Assembly which would allow the Town of Manteo to share receipts of mixed beverage profits in Dare County. This arose from Hurricane Mo's restaurant, which is within the Town limits, was granted a mixed beverage license because it was classified as a sports bar in the NC General Statutes even though the Town did not pass a liquor by the drink referendum. Mr. Khoury drafted a bill to include the Town in the distribution of mixed beverage profits in Dare County for those establishments in the Town that were issued permits by NC special legislation.

MOTION: Commissioner Wescott seconded by Commissioner Farrow to introduce a local bill for distribution of mixed beverage profits in Dare County was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wilson, Wescott, and Creef. Noes: None. Absent: None

(INFORMAL BOARD DISCUSSION)

Commissioner Wescott-He understood when the lighthouse project was going forward that there would be a plaque or a sign showing what was being done with an explanation, picture of the lighthouse and to date there is nothing. Before it is completed it would be nice to have a plaque and have something decent that shows what is going on. The Coast Guard boat tied up to it the other week, and they had no idea what it was. The Coast Guard is here removing the foundation from the original Roanoke Marshes Light and we think we have acquired at least one of the legs from the original lighthouse to put on display if we want to, it will be too heavy to be on the pier but we could put it on shore somewhere with a plaque. Commissioner Wescott is asking to either get one or let him move forward to see about getting a plaque or bring a proposal to the Board to put something there permanent. Consensus of the Board to have Commissioner Wescott get some proposals for the Boards consideration. Commissioner Wescott also commented that the first annual Manteo Small Fish Tournament was a great success. He also commented that Carl Jordan will be the new dock master at the waterfront. He would like the Board to consider what they want to do at the Lighthouse after it is finished it; would be a nice information station, possibly letting the dock master have an office in there. He will ask the Roanoke Business Association if they would be willing to pay someone to man the lighthouse during the day.

Commissioner Farrow-Should give thought to the Maritime Museum operating the lighthouse facility. He commented that he brought this up at the last meeting about the noise from motorcycles, cars with no mufflers and boom boxes. He commented about an incidence at McDonalds and the foul language coming from the boom box music and it is getting bad.

Commissioner Etheridge wanted to know if we were going to get Devon Street paved.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Wescott seconded by Commissioner Farrow meeting was adjourned at 8:45 pm and approved by the following vote: Ayes: Commissioner Wilson, Wescott, Farrow, Etheridge, Collins, and Creef. Noes: None. Absent: None.

This the 3rd day of September 2003

Mayor Lee Tugwell

ATTEST:

Town Clerk Becky Breiholz