

MINUTES

The Town of Manteo Board of Commissioners held their September 2, 2009 Recessed Session September 16, 2009 at 4:00 pm at the Manteo Town Hall meeting room.

The following members were present:

- Mayor Jamie Daniels
- Commissioner H.A. Creef, Jr.
- Commissioner Darrell Collins
- Commissioner Christine Walker
- Commissioner David Farrow
- Commissioner Richie Burke
- Commissioner Hannon Fry

The following member(s) were absent:

Also present at the meeting were: Town Manager Kermit Skinner; Finance Officer Shannon Twiddy; Town Clerk-Becky Breiholz; Department Heads

Mayor Daniels called the recessed meeting to order at 4:05 pm

Employee Recognition-Erin Trebisacci, Planner was recognized for her 5 years with the Town and Daniel Selby was recognized for his 25 years with the Town.

Employee Introduction-Town Manager Kermit Skinner introduced the new building inspector Ralph Allen to the Board.

Department Head Reports- were given to the Board at their regular meeting for review and will be on file for one year. Chief Haskett went over his report and they apprehended a suspect on the breaking and entering of vehicles. James McCleave-Public Works went over his report and commented that his department has started cleaning the ditches. Nathan Pharr-Water and Sewer informed the Board they were NOV free; due to rain and lightening storms the last 60 days there have been equipment damage and they are working on that to fix it. They are still working on Sir Walter Raleigh Street. Carl Jordan Waterfront docks reported that August was a good month. He is also researching web cams for the waterfront that will possibly help record some of the vandalism at the docks. Mr. Jordan also commented about two dredging concerns on at the mouth of Dough's Creek and the other at the entrance to Pirates Cove; he has talked with John Sutherland and they are looking into it. He also informed the Board of some shoaling around the Peninsula area. Commissioner Fry commented that he spoke with Frank Jennings regarding some of the dredging and they are working on finding funding. Planner Erin Trebisacci went over her report she also commented about the research she has done on silt removal at Buck's Seafood canal site. At the regular meeting staff was directed to have the contractor transport and deposit the spoils onto the Town's property near the waste water treatment plant. If this is the method the board chooses I believe it is important to note that if the spoils contain *any* contaminates, it would be up to the town to remediation the soils in the manor prescribed by the state and possibly federal government. This may include additional materials being added and mixed and could take up to four years before they are considered "safe."

Consensus of the Board was to get soil samples before we move forward with the removal. Steve Jozik, IT went over his report and reported that Ray Meekins was getting close to finishing data input into the cemetery software and he is finishing up with the student laptop. Mayor Daniels commented about extending the lap top program (this was initiated 5 years ago by Mayor Wilson and gave free laptops to Manteo resident students which were free from IBM) Mr. Jozik is to contact Lenovo about whether or not they will extend the program.

Lee Tugwell, Manteo resident was allowed to speak to Board on the dredging issue. Dredging season is coming and there are various projects permitted. What used to be an 80-20 split with the State is now a 50-50 split. There is an application permit for dredging at the entrance of Pirates Cove Marina and they are requesting funding assistance from the Town. Mr. Tugwell does not advocate whether the Town should or should not but Pirates Cove Marina is the only full service marina in Town, is a substantial tax base to the Town. The other dredging project he would like the Town to support is the Peninsula. Frank Hester and Billy Maxwell are trying to convince the State to help and know they would appreciate any help from the Town. Another area of concern for dredging is Dough's Creek and it is shoaling around Ice Plant Island. He thought that when the bridge was built their were assurances that the State would maintain channel. Mr. Skinner commented that a document was found which they agreed to maintain and dredge that channel.

The channel is also unmarked now and the Coast Guard removed the markers and said they were abandoning that channel. He is looking for help on the process to have the Coast Guard mark the channel as a navigable channel. Mr. Tugwell also commented on the Buck Seafood canal and does not recommend that the Town place the dredge spoils on property; it could be very expensive and hazardous. Mr. Tugwell also wanted to comment about one of the Town's goals to maintain a small town atmosphere and does not understand the Manteo Way of Building and thinks it should be the Manteo Way of Living. He related an incident that a community member was putting out signs for a fish fry, signs you see in little towns all around America, but in Manteo when you do that you get confronted by the Corridor Group, you get a registered letter saying it is illegal, and does not think that is the way we should do things around here. Mr. Tugwell is asking the Board to appeal to the Corridor about giving some type of leeway.

SUBJECT: Report on award of affordable Housing-following the 60 day advertising period, staff received two applications in this round of advertising. All applicants were sent certified notice of the acceptance of their application and notified if any conflicts or lack of information. Only one applicant was requested to amend their application by the deadline of September 8, 2009. Staff did not receive the amended application. Therefore the staff review only included one application and staff recommends approval of the candidate. Mrs. Trebisacci also commented that the advertising for the affordable housing is getting expensive; we advertise in the Coastland Times Sunday, Tuesday and Thursday edition and also with the Sentinel, at the Town Hall on the Town Hall web site. Our advertising budget in the planning department is gone, every 60 day advertising period in the Coastland Times cost us about \$2100. Mrs. Trebisacci commented that they would still advertising on line and at the Town Hall but would like the Board to consider advertising once a week in the newspaper. Consensus of the Board was to allow for advertising on once a week. Staff has also been working with CDC who is willing to work with the Town on helping administer our program.

Mayor Daniels excused Commissioner Walker at 6:15 from the meeting as she needed to leave.

SUBJECT: Water bill reimbursement request tabled from September 2, meeting; a request from Ray Hollowell for reimbursement of water bills for the dock comfort station who realized they had not been backing out the billing portion of the water and sewer for the comfort station owned by the Town. Mr. Hollowell will now be billing the Town for this usage on a monthly basis. The Board had requested that more research be done by Evelyn Rollason to try to calculate the usage. The initial request from Mr. Bruce Miller, CPA of Mr. Hollowell's was for \$5735.40. Finance Officer Shannon Twiddy received an email from Mr. Miller today who has determined a new figure of \$9178.37 based on actual invoices instead of the 1998 calculated rates. Evelyn Rollason with the Water and Sewer Department worked with Nathan Pharr to try to come up with a calculation and feels comfortable with her figure of \$6270.44. Ms. Rollason commented that she took the total consumption and divided it by months to get an average gallon per month. After a lengthy discussion the Board chose to refund in the amount of \$6270.44.

Mayor Daniels excused Commissioner Walker at 6:15 from the meeting as she needed to leave.

MOTION: Commissioner Fry seconded by Commissioner Burke to do a budget amendment for \$6270.44 to reimburse Mr. Hollowell was approved by the following vote: Ayes: Commissioners Collins, Farrow, Fry, Burke, Walker, and Creef Noes: None. Absent:

Mayor Daniels allowed Ray Hollowell to speak. Mr. Hollowell commented on his affection for downtown Manteo. He previously did a TV ad about Manteo to attract visitors to the area. He would like the Town to work with the merchants possibly contributing funds to set up an advertising campaign for Manteo to bring visitors to the waterfront. Mr. Hollowell also requested that the Town revisit their sign ordinance and possibly allow banners downtown to help attract visitors to the businesses. Mr. Skinner will set up a meeting with Mr. Hollowell about developing a plan to market Manteo. Mayor Daniels will talk to Planner Trebisacci about the sign ordinance and possibly have it revisited.

SUBJECT: Budget Amendment #1 (Sidewalk Repairs and Stormwater Maintenance Pump Public Works. The sidewalk repairs were approved at the Boards regular meeting and a budget amendment was needed. Also there has been a request for stormwater maintenance pumps for public works to help clean out the catch basins, but can also be used for other projects in Town. The Board will amend the budget amendment to include the reimbursement amount to Ray Hollowell.

MOTION: Commissioner Farrow seconded by Commissioner Fry to approve budget amendment #1 as amended was approved by the following vote: Ayes: Commissioners Collins, Farrow, Fry, Burke, Walker, and Creef Noes: None. Absent:

SUBJECT: Discussion of adopting a code of ethics this was tabled from Sept. 2 meeting. The Board is going to hold on this until more examples can be provided.

Commissioner Concerns

Commissioner Collins asked about the torn up sidewalks on Exeter and Mr. Skinner commented that the Town was replacing sidewalks and inadvertently tore this one up to be replaced only to be informed by Mr. Malcolm Fearing that he owned that property and asked the Town to stop. The Town did investigate and found out that the property is owned by Mr. Fearing; we offered to replace it and he is not interested and does not want us on his property. We offered to provide a legal document and were given to Attorney Wyatt Booth to have drawn up. Mr. Booth was concerned about some of the concessions Mr. Fearing wanted and will draw up forms for a sidewalk easement. We do not know if Mr. Fearing will sign it or not. Commissioner Creef asked about the status of the law suit on Old Tom Street and Mr. Skinner will contact the attorney to get a status. Commissioner Creef also commented that workshop sessions were set up for discussion and that it seems like more action items are being included.

MOTION: Commissioner Creef seconded by Commissioner Collins to adjourn at 6:00 pm was approved by the following vote: Ayes: Commissioners Collins, Fry, Burke, Farrow, Walker, and Creef Noes: None. Absent:

This the 16th day of September 2009

ATTEST:

Mayor Jamie Daniels

Town Clerk Becky Breiholz