

## MINUTES

The Town of Manteo Board of Commissioners held their December 3, 2008 Recessed Session December 17, 2008 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 Hannon Fry  
Commissioner David Farrow  
Commissioner Christine Walker

The following member(s) were absent: Commissioner Darrell Collins  
Commissioner Richie Burke

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

Mayor Daniels called the recessed meeting to order at 4:08 pm and would like to amend the agenda to add discussion of Roanoke Marshes Light Marina.

**MOTION:** Commissioner Walker seconded by Commissioner Fry to excuse Commissioner Collins and Burke from the recessed meeting was approved by the following vote: Ayes: Commissioners Farrow, Fry, Creef and Walker. Noes: None. Absent: None. Excused: Collins, Burke

Department Head Reports- were given to the Board at their regular meeting for review and will be on file for one year. Rodney Murray filling in for Public Works Director James McCleave, went over his report updating the Board on the recent activities of the marathon and Christmas Show. Steve Jozik, IT went over his report there have been changes on the website; they added the Pea Island cookhouse information; done equipment replacement; met with Create the Future Initiative to develop a partnership in order to advance technology access on the Outer Banks to help make it a more viable year round community. Erin Trebisacci-Planner went over her report; met with some engineers for RFQ's for the storm water plan; updating the zoning map; applied for a CAMA grant for repairs to the Boardwalk; will have a report in January about the recycling program initiated in December. Mr. Boniface is supervising several ongoing projects; repairs to the boat house, lighthouse, docks and completed required annual fire inspections. Mr. Boniface was elected to serve as the Area 5 Director of the North Carolina Building Inspector's Association. She also has received the energy audit and hopes to implement some of their recommendations. Carl Jordan gave an update of the activities at the waterfront docks. Nathan Pharr Water and Sewer went over his report; there has been another NOV month; they have finished the Queen Elizabeth Street control panel and pump which has helped out the system tremendously. They have been doing regular maintenance on the pumps. Mr. Pharr gave the Board a hand out about the maintenance of the plant and how they operate it and went over the checklist of items that they do daily; the sludge and chemical system daily checklist. Mr. Pharr commented that Josh O'Brien does most of the checklists and is an asset to the Town. Mr. Pharr

went over the weekly checklist of the equipment which is more in depth than daily. He also went over the monthly, quarterly and semi-annually checklist. Chief Haskett went over his report they have been finishing up in service mandatory training; qualifications for their guns; recertified with the taser.

**SUBJECT:** Fire Work Display –Mayor Daniels was asked by the Mayor Renee Cahoon of Nags Head if we would be interested in sharing the fire works display for the 4<sup>th</sup> of July by placing the display on a barge. Town Manager Kermit Skinner commented that we have already committed to Zambelli for the year of 2009 and that he thought maybe we could work with the Town of Nags Head to combine the show. Commissioner Farrow commented that if we put them on a barge then no one would want to come to the Town of Manteo. Mayor Daniels will report to the Mayor of Nags Head that the Board would like to continue the fireworks as they are.

**SUBJECT:** Marina Fuel System Proposal evaluation, risk and concerns. This was added to the agenda per Mayor Daniels. Planner Erin Trebisacci commented that Marshes Light is proposing to install a marina fuel system at their docks and introduced Warren Eadus to go over the information before they start the review process with the Planning Board. Mr. Eadus commented that there is a history of fuel at that site; want to assure the Board that they do not intend to turn this into a commercial operation, they would like to be able to fuel boats that are already there. Mr. Eadus went over fire prevention, leak and spill prevention, pre and post installation requirements and design features and operating procedures to meet or exceed regulatory requirements.

Commissioner Walker left at 5:00 pm

Old Business-

The Board went over the old business list-water garden park waiting funding; dredging canal behind Bucks Seafood still waiting to hear; Cemetery landscape can be removed from the list as it has been completed; the cemetery software-we received a price from Ray Meekins and when the Cemetery Board meets January 20, 2009 get their recommendations; cemetery ordinances-Mrs. Trebisacci meet with David Twiford of Twiford Funeral Home for regulations for cremation and he recommended: Flat markers no greater than 2'x1'x.4"; All markers must be placed centered both horizontally and vertically on the grave site; Markers can be made of granite, marble or bronze and must be placed on a base; Base may not be larger than 2'2"x1'2"; All markers must be flush with the ground; All remains must be placed in a vault, this will be sent to the Cemetery Committee for their review and if they approve then the BOC can adopt those regulations. Remove Magnolia Lease from the list; Fernando Street two-way from Uppowoc still waiting on response from NCDOT but with the conversation they had with them on site was not encouraging. Commissioner Fry commented they did sound encouraging about digging out the basin and he will contact them to see if they have found out anything. Sidewalk repairs- Mrs. Trebisacci will fax an update to the BOC on that tomorrow after she speaks with Mr. Boniface on the bids received. Street repairs-bid has been awarded and on going. Mayor Daniels had asked Finance Officer Shannon Twiddy on the cost of solid waste disposal and Mrs. Twiddy commented that last fiscal year the Town spent \$143,550.00 at a cost of \$69.90 per ton and so far this year the Town has spent \$63,000 which does not include other expenses such as

gas, insurance etc. We pay it to the Albemarle Regional Solid Waste Authority and Dare County tracks the tonnage. Mayor Daniels asked the Board to think about what they want to do with Collins Park cookhouse museum and possibly setting it up as a non profit group which can cost up to \$10,000 for all the legal paperwork that needs to be done and our Town Attorney's firm would charge the Town about \$3500 to start one. Commissioner Farrow commented if they start a non profit once they start making money they can pay the Town back. Town Manger Kermit Skinner commented that a document needs to be written to define the relationship with the non profit so that it will not be run as a department of the Town.

Board Member Concerns:

Commissioner Farrow-commented that we do not know if we will get the canal dredged or if we will get the grant money for the water garden park (Old Buck's Seafood parcel) and suggested making the area a temporary public park area with benches, picnic tables, playground equipment and a grill and if something did come through we could move the stuff out. We can ask COA if we can use their parking lot for parking. Commissioner Farrow will work with staff and review some of the playground equipment. A fence would need to be built around the rest of the property for safety. Mrs. Twiddy suggested applying for a grant with the Tourist Bureau for the funding cycle in July. We do have a grant application for funding for that parcel for storm water and we should hear about it by January or February if we will receive funding for the Stormwater Park. Mrs. Trebisacci will review the grant we received from the Tourist Bureau for the purchase of the property to make sure we are not violating the terms of the grant; it was suggested in the meantime to put a fence around the area, benches, picnic tables, trash cans and play equipment out there. The Board agreed to get started on making the area a playground/picnic spot.

Finance Officer Shannon Twiddy asked the Board to consider discussing a graduated rate scale for commercial and residential solid waste that staff will prepare; the Board agreed to discuss this at another meeting.

**MOTION:** Commissioner Creef seconded by Commissioner Fry to adjourn at 5:40 pm was approved by the following vote: Ayes: Commissioners Farrow, Walker, Fry and Creef Noes: None. Absent: none. Excused: Collins, Burke

This the 17<sup>th</sup> day of December 2008

ATTEST:

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Mayor Jamie Daniels

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Town Clerk Becky Breiholz