

MINUTES

The Town of Manteo Board of Commissioners held their Recessed June 6th Workshop session in the Manteo Town Hall meeting room June 13th 2007 at 4:00 pm

The following members were present: Mayor-John Wilson, IV
Commissioner Lee Tugwell
Commissioner David Farrow
Commissioner H.A. Creef, Jr.
Commissioner Edward Etheridge
Commission Darrell Collins

The following member(s) were absent: Commissioner Hannon Fry

Also present at the meeting were: Town Manager Kermit Skinner
Finance Officer- Shannon Twiddy
Town Clerk-Becky Breiholz
Chief F. T. D'Ambra
Water/Sewer Nathan Pharr

Mayor Wilson called the workshop meeting to order at 4:10 p.m. there has be a request to reverse items A & B under old business and to add to the agenda budget amendment #9 for end of the year housekeeping and Resolution 2007-06 to purchase a waste water easement agreement and accepting funds.

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

SUBJECT: New Employee Introduction-Chief of Police F. T. D'Ambra introduced to the Board the new police officer Ray Arbaugh.

SUBJECT: Department Head Reports-will be on file at the Town Hall for a period of one year. Mayor Wilson thanked James McCleave for driving to Roanoke Virginia to bring back our first kiosk.

Before the budget was discussed Water and Sewer Superintendent Nathan Pharr gave the Board a presentation on the evaluation his department did on the sanitary sewer system without having to bring in outside help. The Board received a copy of the dvd and the report. Mr. Pharr commented they are trying to maximize the waste water treatment plant

the best and cheapest ways they can, unfortunately the camera system due to its age and condition wasn't able to film the 15,000 foot they wanted to achieve; they got about 6 or 7 thousand feet. They started with the oldest sewer system which is the downtown area network lines and the main problem they have run across is grease, root intrusion and buildup of debris and their solution is to clean these lines of grease and debris to make an evaluation if the lines need to be replaced. He showed them where a pipe had severed on John Borden Street creating a lot of excess water. There is a major problem on Croatan Street with sedimentation. Roots, sedimentation and cracked pipes have been the most problems for the lines. They inspected the manholes in old downtown and a lot of them are cracked. Mr. Pharr commented that in the handout they have a list of improvements and one of the tools they want to purchase is a truck that is made for storm basins, storm cleanouts, and sewer cleanouts and would replace some of the old equipment they have at the plant. The truck has a built in jetter, a sewer inspection camera, and the capability of a pump truck, can be used as hydro excavation and suck up dirt; it will benefit the water department and is designed to clean stormwater drains. They have made a budget request for a truck that will help them with the maintenance of the system and they feel would be a good investment.

Commissioner Fry was unable to attend the meeting due to a death in the family and it was the consensus of the Board to excuse Commissioner Fry from any of the voting.

SUBJECT: Discussion of draft budget Commissioner Creef would like to see the cost of living of 2.5% of total wages and be divided by number of employees and everyone to get the same amount. A lengthy discussion took place on the cost of living adjustment. Commissioner Tugwell brought up the fact that there was also included 10% for salary adjustment based on merit and if that was not included he would be willing to vote for 5%. Commissioner Farrow's objection is that the higher salaried people get more money. Commissioner Etheridge would like the department heads to come and let them know what they want. Consensus of the Board for an in-house salary adjustment study be done in six months and ask staff to remove the 10% and will be discussed later after a salary study is done.

MOTION Commissioner Creef seconded by Commissioner Farrow that the Cola be 2.5% of total salary of town divided by the 29 employees –the **MOTION was withdrawn** for further discussion.

MOTION: Commissioner Tugwell seconded by Commissioner Collins to adjust salaries 5% across the board for the next fiscal year was approved by the following vote: Commissioners Farrow, Etheridge, Collins, and Tugwell. Noes: Commissioner Creef. Absent: Fry

Discussion of the Police Department request for 2 vehicles and is included in the draft and meets the replacement schedule; the sewer vehicle requested is not included in the budget.

Town Manager commented that the sewer vehicle was requested but not recommended and they have also requested a new employee. The Board discussed the purchasing the sewer vehicle. Mrs. Twiddy commented we have spent about \$10,000 on cleanup. The Board would like staff to see if we can lease a truck to see if we can accomplish the work that Mr. Pharr wants to do. The Board had asked why we were not buying police cars locally and the local merchants have chose not to participate in the sale of government contract vehicles.

A 5 minute recess was taken at 5:25 pm

SUBJECT: Public Hearing for Land Use Plan

MOTION: Commissioner Collins seconded by Commissioner Tugwell to enter into a public hearing was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Tugwell, and Creef. Noes: none. Absent: Fry.

No public comments

MOTION: Commissioner Tugwell seconded by Commissioner Etheridge to exit the public hearing was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Tugwell, and Creef. Noes: none. Absent: Fry

SUBJECT: Discussion and consideration of land use plan-technical changes that were requested by the representative of Coastal Management; they change no goals, no actions and no policies. There is one additional request from the representative of CAMA that came today that needs a technical change on page 129 and 10 and this changes no goals or policies.

MOTION: Commissioner Farrow seconded by Commissioner Creef to adopt the Land Use Plan with the technical changes from Coastal Management and technical changes requested by CAMA was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, and Creef. Noes: Tugwell. Absent: Fry.

The Board went back to the discussion of the draft budget. Mrs. Twiddy had some changes she would like to make in the budget; the first one being in the Finance Department it does not affect the bottom line of fund balance or revenues or expenditures and would like to reduce and move money from the Finance line item for professional services and add the difference to the audit line item; in the dock fund she would like to change the fund balance request to include Cable TV for the docks. There were no objections from the Board to make these changes.

Commissioner's Agenda

Commissioner Farrow asked about the meeting tomorrow about Grenville Street and Town Manager Kermit Skinner commented that Johnny Boniface will be meeting with Sean Boyle the Engineer of the project on site tomorrow at 8:00 am about some drainage changes made.

SUBJECT: Discussion and consideration to purchase the waste water easement from J. Wellons Management for the Cedar Bay subdivision to be reimbursed to us from the Developer.

MOTION: Commissioner Tugwell seconded by Commissioner Creef to approve Resolution 2007-06 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Tugwell, and Creef. Noes: none. Absent: Fry

SUBJECT: Budget Amendment #9 to take care of some house cleaning items that were not projected on the budget. Mrs. Twiddy explained the changes to the Board and Commissioner Tugwell commented we have a contract to purchase water and Mrs. Twiddy commented that it was a 30 year contract and we have about 11 left. Mrs. Twiddy is estimating and not sure we will actually need all of the \$15,000. Commissioner Tugwell would like the water and sewer department to investigate since we reversed those meters whether we are being asked to purchase water we are not receiving. Mrs. Twiddy commented that since the meter was turned around we no longer have ways to check that accountability and the bills have increased 20% since then and it used to be that the County line meters were subtracted from our master reading now we are being supplied with a master reading from Skyco and they are supposed to be deducting their customers. We are buying more water than we are selling and staff is to find out what has changed, when it changed and why it has changed.

MOTION: Commissioner Farrow seconded by Commissioner Collins to approve budget amendment #9 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Tugwell, and Creef. Noes: none. Absent: Fry

Mayor Wilson showed the flyers for the film Roanoke the Lost Colony that will be played at Festival Park. Mayor gave the Town Manager a letter from an unhappy visitor who fell at 108 Sir Walter Raleigh Street sidewalk and also a police report that he wants Mr. Skinner to send copies to Malcolm Fearing; the sidewalk has been repaired. The request for any easy to remember phone number to ring in the police car is being worked on. First Kiosk has arrived and he needs to ask the Board for a location. We had talked about the first one going on Town property across from the Courthouse where we have the little sidewalk or it can go back farther on the sidewalk. Consensus of the Board to have it placed in the area closer to Queen Elizabeth Street. The Collin Parks steering committee, Chairman Collins has requested that the following be added to the committee: Doug Stover, President Outer Banks History Center; Frank Hester, USCG retired; Linda Hester, USCG retired and Tanya Collins to join Virginia Tillett President of the Freedman's Colony and Eugene Austin, President of the Eastern Coalition Pathway to Freedom to the committee.

Closed Session NCGS 143.318.11.3-Land acquisition-nothing to report and will delay this until next meeting.

Martha Wickre-Public Relations informed the Board of "Town of Manteo Night" at Festival Park on July 26, 2007 starting at 5:30 with a cook-out.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Creef seconded by Commissioner Collins the meeting was adjourned at 6:00 pm until next Wednesday, June 20th at 6pm was approved by the following vote: Ayes: Commissioner Collins, Tugwell, Farrow, Etheridge, and Creef. Noes: None. Absent: Fry

This the 13th day of June 2007

Mayor John Wilson

ATTEST:

Town Clerk Becky Breiholz