

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, November 3, 2010 at 6:30 pm.

The following members were present: Mayor Jamie Daniels
Commissioner David Farrow
Commissioner Richie Burke
Commissioner Darrell Collins
Commissioner H. A. Creef

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

Also present at the meeting were: Town Attorney Daniel Khoury
Town Manager Kermit Skinner
Asst. Town Mgr/Finance Shannon Twiddy
Town Clerk Becky Breiholz

Mayor Daniels introduced Audrey Whetten our intern who is here tonight with other students from UNC that are doing internships here in the county.

Mayor Daniels called the meeting to order at 6:40 pm Mayor Daniels asked for a moment of silence followed by the pledge of allegiance.

SUBJECT: Adoption of Agenda as presented or amended; Mayor Daniels wanted to amend the agenda to add discussion only of Pirates Cove fuel storage required work request under Planner's agenda, item B

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

Mayor Daniels commented that Commissioner Fry and Commissioner Walker would not be able to attend tonight's meeting and asked to be excused.

MOTION: Commissioner Creef seconded by Commissioner Collins to excuse Commissioner Fry and Walker was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke and Collins. Noes: none. Absent: Fry and Walker

SUBJECT: Adoption of the items on the Consent Agenda –

MOTION: Commissioner Farrow seconded by Commissioner Creef to adopt the consent agenda as presented was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke and Collins. Noes: none. Absent: Fry and Walker

SUBJECT: Approval of minute's regular and closed meeting October 6, 2010 with reference to certified CD recording.

MOTION: Commissioner Farrow seconded by Commissioner Creef to approve the minutes as presented was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke and Collins. Noes: none. Absent: Fry and Walker

SUBJECT: Approval of workshop October 20, 2010 minutes with CD recording.

MOTION: Commissioner Farrow seconded by Commissioner Creef to approve the minutes as presented was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke and Collins. Noes: none. Absent: Fry and Walker

SUBJECT: Budget Amendment #4-mid month salary adjustment

MOTION: Commissioner Farrow seconded by Commissioner Creef to approve budget amendment #4 as presented was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke and Collins. Noes: none. Absent: Fry and Walker

PUBLIC COMMENTS – Town Manager Kermit Skinner asked for any one to speak on items not on the agenda to come forward and if you want to speak on an item on the agenda please come forward so that the clerk can enter it into the record.

TOWN MANAGER'S AGENDA

SUBJECT: Discussion and consideration of bids received for the pier replacement project at the waterfront dock replacement. Engineer John Delucia is here and commented that there was good participation and received 4 bids. All four bidders acknowledge receipt of both Addendum #1 and #2 prior to bidding. Recommendation is to award to Ocean Builders, LLC for \$128,000 and Town Attorney Daniel Khoury would have to prepare a contract for execution. Mayor Daniels asked how the Town would pay for this and Finance Officer Shannon Twiddy commented that it was funds that were set aside and will come out of the Town Dock funds not the general fund. There was some discussion about using the waterfront area during the Christmas celebration and consensus of the Board is to wait to start construction until after the tree lighting.

MOTION: Commissioner Farrow seconded by Commissioner Creef to award the bid Ocean Builders for \$128,000 subject to Town Attorney approval of contract was approved by the

following vote: Ayes: Commissioners Creef, Farrow, Burke and Collins. Noes: none. Absent: Fry and Walker

SUBJECT: Discussion and consideration of wedding policy for use of Waterfront public parks. Proposed wedding policy will be made a part of these minutes. This was reviewed at the workshop and incorporates the changes. Francis D'Ambra gave the Board a handout and is with a consulting firm that represents 8 wedding services on Roanoke Island. He would like the Board to hold off on making a decision on this until their workshop and establish a committee to meet with them. Mr. D'Ambra commented he spoke with Commissioner Walker who said she would sit on this committee to try to develop a rules and package that would meet all the Board concerns. This would be at no cost to the Town and it would provide those he represents their input to help make an educated decision. The wedding industry brings in revenue to the Town and wants to work with Town to develop a policy. The weddings use only 5% of the public use; he commented that the document he gave the Board shows how much the wedding industry helps the town. The industry generates a tremendous amount of revenue and the Outer Banks is the third desirable place in the country to have a wedding. Mayor Daniels gave the Board the history of how we arrived at this point and that this will be a working document that can change as situations arise. Commissioner Creef commented that parking will be an issue downtown. Commissioner Collins also thought parking is a concern and maybe we can get more information from the wedding planners. Commissioner Farrow commented he is in favor of one wedding a day; Manteo was never intended to be a wedding destination. The Board decided to table this and discuss it at the workshop meeting. Mayor Daniels will contact Commissioner Walker to set up a committee.

PLANNER'S AGENDA

SUBJECT: Discussion and consideration of setting a public hearing for text amendment to Chapter 18 Section 8 signs permitted in the B-1 district. Proposed text amendment will be made a part of these minutes which allows for free standing signs in the footprint of the building. Send back to the Planning Board asking for clarification and why B-3 was not included.

SUBJECT: Pirates Cove-Fuel Storage required work. Jim Tobin thanked the Board for adding this to the agenda. They received an inspection in late August and then a few weeks later they received a notice of violation and this work needs to be done to avoid fines and penalties. In 1988 Pirates Cove Yacht Club installed underground storage tanks. These tanks are all plastics reinforced fiberglass. Since the installation the State of NC has recently adopted more stringent regulations governing UST's within 500' of SA waters. The new rules apply to all UST's installed prior to 2007. Pirates Cove is proposing to remove the existing UST's and install one above ground storage tank. The proposed AST will be installed beside the existing AST. AST's are governed by different regulations than those governing UST's. The AST proposed is 20,000 gallons and will be situated beside the existing AST that is the same size. Pirates Cove is requesting that the Town of Manteo assist Pirates Cove Marina allowing the marina to expeditiously comply with the new regulations. It will take at least 8 weeks to get the tank made. The required work will be in accordance with the existing regulating permitting agencies

and the local fire marshal. This work cannot be completed during Pirates Cove Marina's busier seasons and must be completed in the winter. The proposed above ground storage tank will be buffered with an existing opaque vegetative buffer and this buffer will be enhanced. Also the tank will be situated to adjacent existing tank and behind the existing fish cleaning building to minimize any visual impacts.

MOTION: Commissioner Burke seconded by Commissioner Farrow to place this on the Planning Board agenda for their Tuesday, November 9th meeting was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke and Collins. Noes: none. Absent: Fry and Walker

OLD BUSINESS

Mayor Daniels went over the old business – nothing to report on the water garden park; we have awarded the bid on dock repairs; Fisherman's Landing, Mr. Khoury reported on this and they are still working on trying to get CAMA approval; an architect has drawn up a proposal of what it would look like that was passed around to the Board; dredging Mr. Skinner reported on this and maintenance of the channel behind festival park; the Department of Cultural Resources recognizes that it is their responsibility to dredge canal pursuant to the MOU signed in the early 80's and they are pursuing some grant funding but do not know when it will occur. The Boathouse agreement with Roanoke Island Festival Park is still being worked on, they are thinking maybe the Friends of the Elizabeth II can take over the sailing program and they will continue to operate the boathouse. The contract on Buck's canal was given to the contractor who had some questions and after meeting with Town Attorney Daniel Khoury resolved those issues but Mr. Khoury has not yet received the signed contract and suggests to the Board that if the contract is not executed by Friday, November 5 that the contract be awarded to the next bidder.

MOTION: Commissioner Farrow seconded by Commissioner Burke that the dredging contract be executed by Friday, November 5 or it will go to the next bidder was approved by the following vote: Ayes: Commissioners Creef, Farrow, Burke and Collins. Noes: none. Absent: Fry and Walker

MAYOR'S AGENDA

SUBJECT: Report Water and Waste Water Committee meeting – the Water and Sewer Department put blue reflective bands around the fire hydrants so that they can be seen easily at night and they have been replacing the 2 inch meters.

SUBJECT: Report Shoreline Committee- nothing to report remove from agenda.

SUBJECT: Report Outer Banks Tourist Bureau meeting-Mayor missed the meeting.

COMMISSIONERS AGENDA

Commissioner Collins asked about the crosswalks at Cartwright Park and Mr. Skinner will contact NCDOT regarding this.

Commissioner Farrow would like the property next to the Town Hall be turned into a playground.

Mr. Skinner gave the Board an invitation to the VIP reception for the OBX marathon; and also reported that the Town will be dedicating a plaque in recognition of Jule Burrus at the waterfront this Saturday at 11 am.

MOTION: Commissioner Creef seconded by Commissioner Collins the meeting was recessed at 8:25 pm until November 17, 2010 workshop meeting at 4pm was approved by the following vote: Ayes: Commissioners Farrow, Creef, Burke and Collins. Noes: none. Absent: Fry and Walker

This the 3rd day of November 2010

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk