

## MINUTES

The Town of Manteo Board of Commissioners held their May 5, 2004 adjourned/recessed/workshop session in the Manteo Town Hall meeting room, May 12 , 2004 at 3:00 PM

The following members were present:

- Mayor John Wilson
- Commissioner Dellerva Collins
- Commissioner H.A. Creef, Jr.
- Commissioner David Farrow
- Commissioner Lee Tugwell
- Commissioner Edward Etheridge
- Commissioner Larry Belli

The following member(s) were absent:

Also present at the meeting were:

- Town Manager Kermit Skinner
- Town Clerk –Becky Breiholz
- Finance Officer Shannon Twiddy
- Chuck Poe CDC

Mayor Wilson called the Adjourned/recessed May 5, 2004 meeting back in order at 3:00 pm

**SUBJECT:** Affordable Housing Inclusionary Ordinance-The Board made note of thanks to Chuck Poe and Jeff Intell for their help on helping to write the ordinance. Mayor Wilson commented to the Board that the Board can made additions or changes to this policy any time. Commissioner Tugwell commented that he likes the concept but sees it as arbitrary and will be a lot of trouble to administer. It was suggested that the Town challenge all the local governments to adopt an affordable housing policy since it is a county wide problem. The Board discussed the housing be rentals and that staff cannot be expected to manage rental property. Another problem is who will pick who gets affordable housing and Mayor Wilson commented that the Board would need to adopt rules to make it fair or do a lottery. Staff was asked to prepare a policy on how to administer the affordable housing ordinance once adopted. Consensus of the Board was for staff to send a letter with a copy of the Town’s affordable housing ordinance to all local governments challenging them to adopt an affordable housing policy. The ordinance will be made a part of these minutes.

**MOTION:** Commissioner Belli seconded by Commissioner Creef to approve Chapter 11, Article I, an ordinance for inclusionary and affordable housing was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Belli, and Creef. Noes: Commissioner Tugwell Absent: None

**SUBJECT:** Development Agreement for the Salty Dawg Project. Mayor Wilson commented that the agreement has been amended with the addition of the Uppowoc Street extension the outdoor field located on the property will be relocated at the developers’ expense and will be made a part of these minutes.

**MOTION:** Commissioner Creef seconded by Commissioner Collins to approve the Development Agreement between the County, the Town and the Brinkley Point Partners as amended

was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins, Belli, and Creef. Noes: None. Absent: None

Enhancement Grant discussed and consensus of the Board to proceed with grant application for Master Plan implementation to include the porch on the Board House.

**SUBJECT:** Salary adjustments and methods for personnel plan. Commissioner Tugwell presented the Board with a schedule of Town employee salaries. The Maps Group that did the salary study comparison did not include benefits into the employees' total package. Commissioner Tugwell added 3% to the studies salary since it was done over a year ago. Commissioner Tugwell looked at positions and not people. The Board reviewed the schedule of total compensation that was provided to them and discussed pay and grade classification and longevity. The previous pay study done in 1997 was not maintained and several employees are off the chart on their pay scale and some employees have a negative amount which is above market rate. Some employees would be in a deficit according the pay scale. The Board discussed longevity being added to the base salary every year. Commissioner Tugwell also suggested waiting until November to see what the cost of living was and make an adjustment at that time to everyone's salary. Lengthy discussion took place on merit raises, bonuses, paying longevity once a year or adding it to base pay and those according to the schedule were overpaid. The Board decided to postpone the discussion and possibly having some other suggestions at the next workshop session.

**SUBJECT:** Budget discussion. The Board went over the budget page by page and the following are changes they made: Page 3 - Increase Government Access Programming to \$10,000; page 5- Administration-Remove Capital Outlay-Vehicle, vehicle supplies and R&M vehicles and reduce travel and training to \$5,000; Page 18 Non-department add line item for Broadband wireless internet \$6,000. The Board decided to discuss the Police Department budget, cemetery budget and water and sewer budget after they have received more information. The Board would like justification and logic to contracting the mowing of the cemetery and to water and sewers request for meter replacement and contracted services. The Board would also like information on the water and sewer plant maintenance and why the Bowsertown lift station needs replacing.

The Board also had questions on page 33 Waterworks Improvement. Finance Officer Twiddy commented that the Town will not receive \$16,000 from the grant unless Green Engineer furnishes them with certain data regarding the water tower. Consensus of the Board is to force an answer from Green Engineering.

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/recessed at 8:00 p.m. until Thursday May 20th at 6:00 p.m. at the Manteo Town Hall was approved by the following vote: Ayes: Commissioner Collins, Farrow, Tugwell, Belli and Etheridge and Creef. Noes: None. Absent: None.

This 12<sup>th</sup> day of May 2004

ATTEST:

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Mayor John Wilson, IV

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Town Clerk Becky Breiholz