

MINUTES

The Town of Manteo Board of Commissioners held their June 1, 2005 adjourned/recessed session budget workshop in the Manteo Town Hall meeting room, June 8, 2005 at 4:00 PM

The following members were present: Mayor John Wilson
Commissioner Lee Tugwell
Commissioner Dellerva Collins
Commissioner David Farrow
Commissioner Edward Etheridge

The following member(s) were absent: Commissioner Larry Belli
Commissioner H. A. Creef

Also present at the meeting were: Town Clerk –Becky Breiholz
Finance Officer-Shannon Twiddy
Department Heads-Chief D’Ambra, Erin Burke,
James McCleave, Butch Luke

Mayor Wilson called the Adjourned/recessed meeting of June 1, back to order at 4:00 pm. Mayor Wilson changed the order of business allowing for the Manteo High School Site Plan to be heard first.

SUBJECT: Discussion and consideration of Manteo High School Site Plan-This was reviewed by the Board at last week’s regular meeting and after lengthy discussion of the conditions was postponed to the recessed meeting. The conditions were to be written by Town Attorney Daniel Khoury and presented to the Board for their review and consideration. The CUP permit and attachments will be made a part of these minutes. It was brought to the Board’s attention to change A on Recitals to the year 1980 and on page 2 condition # 1 add the word foot after four. The buffer was discussed and Jim Winebarger with the school board commented that he has had a meeting with Fred and Erin and that they have contracted with Center Garden and Nursery to install plantings that were discussed that day.

MOTION: Commissioner Collins seconded by Commissioner Etheridge to approve the site plan as presented with the above changes was approved by the following vote: Ayes: Commissioner Farrow, Etheridge, Collins and Tugwell. Noes: None. Absent: Commissioner Belli and Creef

SUBJECT: Department Head Reports: All Department Head reports will be on file for one year. Each department head presented his report to the Board. Butch Luke Water and Sewer Superintendent gave the Board an update regarding the Manteo Middle School and a conversation he had with Leo Green the Town’s engineer. Our Engineer will have to review the plans that are being submitted by the School’s engineer and it will have to be permitted by DENR. Commissioner Tugwell asked about the usage and it was abnormally high for the month of May. The Board asked Mr. Luke to get them the figures of daily usage for the month of May, rain days and the figures for last year May for comparison. The Board thanked James McCleave Public Works Superintendent for his hard work on Dare Days. Planner Erin Burke went over her

report and the Board discussed buffers. Chief D'Ambra went over his report and speeding on Devon and skateboarding was discussed.

SUBJECT: Consideration of Allocating revenues to the Cemetery Fund-This was discussed at length at last week's regular meeting and Town Attorney Daniel Khoury was asked to review and rewrite the motion establishing a policy for the Board to review and consider on the allocation of cemetery revenues. Proposed Policy drafted by the Town Attorney states: All funds received from donation, sale of gravesites and internment fees shall be considered restricted funds to be deposited to the credit of the Manteo Cemetery Perpetual Care trust (the "Cemetery Trust Fund"). Investment earnings from the Cemetery Trust Fund shall be allocated with 20% of said funds being restricted to the Cemetery Trust Fund and 80% of any investment earnings shall be placed in an unrestricted fund balance for expenditures.

MOTION: Commissioner Tugwell seconded by Commissioner Collins to approve the policy as presented above as was approved by the following vote: Ayes: Commissioner Farrow, Etheridge, Collins and Tugwell. Noes: None. Absent: Commissioner Belli and Creef.

SUBJECT: Discussion of Cemetery Grant-The grant application for a grant from the Percy and Elizabeth Meekins Charitable Trust was given to the Board at last week's regular meeting for them to review. Planner Erin Burke has done an application for a grant for \$60,000 to help pay for the building of a chapel at the Town Cemetery. Before an application can be submitted for a grant it must be approved by the Board.

MOTION: Commissioner Collins seconded by Commissioner Etheridge to authorize the Mayor to apply for a grant from the Percy and Elizabeth Meekins Charitable Trust was approved by the following vote: Ayes: Commissioner Farrow, Etheridge, Collins and Tugwell. Noes: None. Absent: Commissioner Belli and Creef.

SUBJECT: Report and discussion of IT job opening-Chief D'Ambra is in the process of putting together specifications on the needs of IT for the Town. Currently we spend \$43,136.02 on salary and benefits for IT. The Chief has compiled a list of the needs from each Department and came up with a total of \$576,000 if those specifications were met and contracted out. Chief D'Ambra spoke with Chip Hedenburg with Charter who is the Town's Internet Service Provider (ISP) and Email Service provider (ESP) and upon his estimation considering the Town's IT needs, suggested that an in house person would be the best way for the Town to go. Mayor Wilson in addition to the regular requirements of the job description to include working with the school children who have received free computers one hour per week; be a webmaster; and manage the WIFI besides all the other routine jobs; and that the Chief would be the best one to supervise the IT position. Commissioner Tugwell commented that he was a proponent of contracting out this service and his perspective is from the organization he works for and they contract out that service, he also commented he would find out what Pirates Cove pays for their computer contract and bring that information back to the Board. Consensus of the Board was to advertise for the position to include the extra duties of webmaster; manage the WIFI; and set aside one day a week to help with the school children; and continue to explore the other options and discuss it further before someone is actually hired.

SUBJECT: Report and discussion of Building Inspector proposals-Interim Town Manager Shannon Twiddy met with Talmadge Jones (building inspector with Dare County who is retiring) as requested by the Board to get a cost estimate for Building Inspecting services if contracted out. The proposal would provide the following services: Building permitting and

inspections; project coordination as needed; damage assessment as needed. Mr. Jones would be at the office on Tuesday and Thursday and on call Monday through Friday for building inspections only with a 48 hour notice on Monday, Wednesday and Friday; will do school construction inspection and emergency electrical inspection as needed. His pay compensation would be \$965.00 per week paid as temporary/part time with only federal, state and social security withholdings. Ms. Twiddy spoke with Fred Featherstone who begins his new employment with Dare County on June 13th and he is willing to perform inspections and issue our permits to ease our transition until we find a new building inspector. Ms. Twiddy commented that Mr. Featherstone told Mr. Skinner that he told Dare County that he could not leave the town without an alternative inspector and he would have to be allowed to continue our inspections in a timely manner until the position had been filled, he was not interested in doing it indefinitely but he wanted the flexibility to do it in the short term. The County does not expect compensation. Planner Erin Burke will be scheduling inspections, collecting permit applications and notifying Fred when his services will be needed. The Board asked that Ray Sturza be contacted thanking them for allowing Fred to continue our inspections and thank Fred. Consensus of the Board is that the Town use Mr. Featherstone to do our inspections and hire someone as expediently as possible and if it goes beyond 60 days possibly consider compensating the County for Fred's service.

SUBJECT: Discussion of acquisition of Cook House from Pea Island Station. This was briefly discussed at last weeks meeting and Mayor Wilson commented that there is the possibility it could be given to a non profit or the Town. It had been moved to Rodanthe and turned into a cottage. It would be used to interpret Pea Island and the men from Roanoke Island who have served there. The building will be authenticated by the State Historical Association and until that time this item will be placed on Old Business.

SUBJECT: Discussion of NCDOT flyover-The Town received two alternatives which the NCDOT is currently studying for the TIP Project U-3815 US 64-264/NC 345 intersection known as the Midway intersection. The alternatives and maps will be made a part of the NCDOT Midway file. Alternative 1 shows an "at grade" alternative, which would consist of widening the intersection to accommodate additional lanes; alternative 2 shows a "grade-separation" which consists of a fly over or bridge structure to go over the existing intersection. A third alternative is being drawn.

SUBJECT: Consideration of niches in the Cemetery wall. The Town received quotes from Renaissance Renovations regarding the brick wall on the cemetery expansion. The first quote was for \$47,408.75 received on March 10; the second quote was for \$96,075.60 received on May 11. The second quote includes niches at a cost of \$35,469.00. They will need a 90 day notice and a deposit of \$35,469.00 to be paid in advance. Neither quote is included in the draft budget that they are currently reviewing. Mayor Wilson commented that he does not think the Board has done enough research on this and it is a lot of money. Consensus of the Board was to do away with this proposal. Commissioner Farrow asked about the inmate labor that Ms. Twiddy was to research she commented that there are two types of crews one that is inmate with an armed guard and the other is contract inmates who are non violent offenders. She found that we have to sign a contract for a year and use them for 12 months; we have to pick them up and take them back to the jail. The Charge is \$1.00 a day per inmate; Sam Ball has offered to supervise the inmates at \$20.00 per hour but will only do it during summer months. Town staff can take a class and the Department of Corrections will come to the Town to do the training if we have 5 more employees attend the training. The Board asked that James be consulted as to how many inmates

he would like. It was also suggested that Norma Mills at Senator Basnight's office would be more than happy to help negotiate a contract for a shorter period of time.

MOTION: Commissioner Tugwell seconded by Commissioner Farrow to authorize the Town Manager to proceed with the contract with the Department of Corrections for up to a year or shorter period if possible was approved by the following vote: Ayes: Commissioner Farrow, Collins and Tugwell. Noes: Commissioner Etheridge Absent: Commissioner Belli and Creef

SUBJECT: Public Hearing to receive comments on FY 2006-06 draft budget

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

None received

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

SUBJECT: Review Budget-Commissioner Tugwell's main concern is the tax rate and what the Town is going to do and does not think we should reduce fund balance. Commissioner Farrow would like to go over some of the individual line items. A discussion took place on the revenue neutral rate and shared revenues. Mayor Wilson would like the Board to think about establishing a tax rate; and come back and discuss the budget. Consensus of the Board was to recess until tomorrow, Thursday, June 9th at 4 pm to discuss the budget.

Mayor Wilson told the Board the Town received a flag today from a soldier in Iraq, who says he is from Manteo, his name is Major Joe Altirei and the Board will acknowledge his gift. Mayor Wilson received several letters and conversations about the fatality coming off the bridge by the Pirates Cove intersection. The Vepco underground utility project is proceeding and the town will receive complaints because it is supposed to start in July and take two months. The section between Ananias Dare Street and Magnolia Market, the Board of Elections is going to be one lane and under construction, if we delay the project we will lose the funding. Mayor Wilson commented he signed a document agreeing to pay the \$154,000 for the underground but he put condition upon a grant being received. We will be paying to remove and replace the sidewalk and have received only one bid from Hatchell Concrete.

MOTION: Commissioner Collins seconded by Commissioner Etheridge to adjourn/recess at 6:35pm until June 9, 2005 at 4pm to discuss the budget was approved by the following vote: Ayes: Commissioner Creef, Farrow, Etheridge, Collins and Tugwell. Noes: None. Absent: Commissioner Belli

This 8th day of June 2005

ATTEST:

Mayor John Wilson, IV

Town Clerk Becky Breiholz