

MINUTES

The Town of Manteo Board of Commissioners held their February 4, 2004 adjourned/recessed/budget workshop session in the Manteo Town Hall meeting room, February 11, 2004 at 12:00 PM NO ACTION WAS TAKEN.

The following members were present: Mayor John Wilson
Commissioner Dellerva Collins
Commissioner H.A. Creef, Jr.
Commissioner Lee Tugwell

The following member(s) were absent: Commissioner David Farrow
Commissioner Edward Etheridge
Commissioner Larry Belli

Also present at the meeting were: Finance Officer- Shannon Twiddy
Town Clerk –Becky Breiholz
Chief F. T. D’Ambra

Mayor Wilson called the Adjourned/recessed February 4, 2004 meeting back in order at 12:25 pm

BUDGET WORKSHOP

Shannon Twiddy, Finance Officer introduced Teresa Pickrel, Accountant with the firm of Pickrel, McGinnis and Dowdy who is doing the Town’s audit. Ms. Pickrel gave the Board a brief summary of the audit and commented that actual expenditures were in line with the budgeted amount and that revenues were over expenditures. Ms. Pickrel also made some recommendations which she has discussed with Ms. Twiddy and one of those being the issue of the Roanoke Island Volunteer Fire Department which has been addressed by them in prior years and is still unresolved. The Fire Department is not a fire district to the Town of Manteo and currently provides contracted fire service to the Town. Currently, the Fire Department notifies the Town each year to include (x) cents in its tax rate for fire service and the town reimburses the Fire Department for its (x) cents monthly as taxes are collected. Ms. Pickrel is suggesting that the Town negotiate a contract amount with the Roanoke Island Volunteer Fire Department for a fixed amount each year to be paid ratably over the year to the Fire Department. This will eliminate the need for complicated reconciling of taxes which currently occur and can still provide the Fire Department with the same amount of money for the same service, just in an easier manner. Ms. Pickrel suggested paying them quarterly. Commissioner Tugwell would like Town Attorney Daniel Khoury to draw up a contract for the Fire Department to be set up as a contractual agreement. Ms. Twiddy will schedule an appointment with Fire Chief Eddie Blivens and then have Mr. Khoury draft an agreement. The audit will be presented to the Board of Commissioners at their March 3, 2004 meeting for approval.

Ms. Twiddy gave the Board a cost of solid waste disposal for commercial dumping which is higher than residential dumping and is suggesting a facility fee study be done. Commissioner Tugwell would like to put \$25,000 into the budget for a facility fee study. Ms. Twiddy will get an estimate figure to the Board.

Commissioner Tugwell would also like to see added to the budget hiring of a Planner and a Planning intern. The position of parking constable, which is held by Carl Jordan, was discussed and the Board would like to expand the position to possibly full time, to include other duties such as overseeing the cemetery, parks, landscaping and buildings. They would like estimates of that included in the budget and to include a job description. The Board would like the Town Manger to negotiate with Mr. Jordan about the position. Also discussed were Parks Maintenance, landscaping and building facility manager. The Board would like to add a line item for Park Maintenance. Commissioner Tugwell would like the Cemetery taken out of the General fund and operated as an enterprise fund with its own budget, and subsidizing the cemetery every year and possibly contracting out mowing services for the cemetery.

Ms. Twiddy brought up previous requests from the Board: a permanent generator for the Town Hall and an ice machine; the Board was not interested in adding these to the budget. Other items for the budget discussed were: additional Playground equipment for the Tot Lot ; Commissioner Farrow had previously requested that the equipment be equal to the waterfront playground. Commissioner Collins commented several home day cares use the Tot Lot and she will inquire if they need more equipment. Sidewalk repairs were discussed and the Board would like to include this in the budget with \$40,000 for new construction and \$15,000 for repairs from the Powell Bill funds. The Board discussed the light request from Ms. Midgett on Agona Street and Chief D'Ambra commented that there is a pole already on that street about 50 feet from the complainants house and he will contact the Power Company requesting a brighter light. Commissioner Tugwell would like the Special Events to have its own budget to get a realistic cost of overtime. The Board discussed the contributions to non profit organization line item and would like it removed. The Board's discretionary fund was reduced to \$2500.00.

Commissioner Tugwell would like the Board to review the Personnel Plan Study that was done a year ago and Mayor Wilson commented that they will meet on March 10th to review the personnel plan and that there was also going to be a Police Department review with facilitator Dick McMahon sometime in the middle of March.

The Board discussed the Codified ordinances and would like the zoning ordinances removed and put in by reference. The Board discussed allowing individual developers to come through the Town to get the College of Design to help with there development projects in which the Town pays the College of Design and the developer pays the Town. Ms. Twiddy commented that it could be done with a line item for revenue and line item for cost going out.

Maintenance of the water and sewer plant was discussed and that it was in need of repairs, the Board would like money placed in the budget for this and have for the department head to give the Board an assessment. The Board discussed phosphate and nitrate removal equipment and Mayor Wilson would like to set up a meeting with Damon Tatem and Leo Green to discuss the cost and then apply with the Clean Water Trust for funding.

Mayor Wilson commented that the Master Plan update will be adopted at the March 3, 2004 meeting; that a 4th order Fresnel lens for the Lighthouse is to be shipped to Manteo on February 20th; the joint meeting with the County Board has been rescheduled to tentatively March 9th to discuss the County buildings; Mr. Green is to have AA contract update to Daniel Khoury tomorrow.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Collins seconded by Commissioner Creef the meeting was adjourned at 3:20 p.m. and approved by the following vote: Ayes: Commissioner Tugwell, Collins and Creef. Noes: None. Absent: Commissioner Farrow, Belli and Etheridge.

This 11th day of February 2004

Mayor John Wilson, IV

ATTEST:

Town Clerk Becky Breiholz