

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 20, 2004 at 6:00 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 (arrived at 6:55pm)

The following member(s) were absent:

Also present at the meeting were:

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

Mayor Wilson called the Adjourned/recessed May 5, 2004 meeting back in order at 6:00 pm

SUBJECT: Budget Workshop-The Board discussed salary adjustment; Police Department; and Water and Sewer line Items. Commissioner Tugwell gave the Board a formula for the salaries that addressed the inequities and equities and left longevity the same and not factored into their base wages and he also has factored in a 2% COLA. The salary and grade levels were adjusted so that in the following years each employee's salary will be adjusted according to the personnel policy. The personnel policy will be reviewed by the Board at their next meeting which will include a section regarding pay adjustments to be done each year in March. The Board discussed the 401K benefit that is state mandated at 5% for Police only, but to create equity a previous Board had opted for all employees to receive the benefit. Town Manager Kermit Skinner stated that after the budget is adopted he will meet with all employees to explain the salary adjustment and Mayor Wilson commented he would like to come to the staff meeting.

The Board also discussed titles in the Police Department and Mayor Wilson commented that he and Mr. Skinner have discussed with the Chief implementing the plans the Board would like to see in the Police Department and this will be addressed along with any other concerns the Board may have. The Board discussed grade levels of employees and were informed that the levels go as high as 19 and anything above that would require a Board action to reclassify that position.

MOTION: Commissioner Creef seconded by Commissioner Farrow to adopt salary adjustments and a 2% COLA as presented to be included in the FY budget 2004-05 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Tugwell and Creef. Noes: None Absent: Commissioner Belli

The Board discussed each of the Police Departments Line items from last years account history. It was noted that if any of the Board members has any questions on an individual invoice they should call Shannon Twiddy, Finance Officer so that she could pull the actual invoice.

The Board would like to have an internal policy that the purchase of gasoline is made from Dare County unless the vehicle is out of town. Also discussed was the phone bill and why Sprint is still being used for long distance since the Town purchased cell phones for individuals that had long distance included. The Board requested staff to investigate long distance use.

Commissioner Belli arrived at 6:55 pm

Commissioner Tugwell suggested that the Town look in to pricing other software companies. The Board cut the Police Department travel and training to \$3,000 and discussed the use of the Nags Head Firing Range and Outer Banks Range and would like to know why the Town needs to be members of both. Car replacement policy was discussed and the policy is to replace a vehicle that has 100,000 miles or more or when repairs exceed the residual blue book value. Vehicle Replacement will be determined by Town Manager Kermit Skinner.

Grants were discussed in the Police line item and consensus of the Board is that if a grant is for a position that when the grant is gone the position is gone. The grant we still have is the F-Cop grant which will last through September of next year. The Police Department has applied for several other grants: Drug Interdiction and Family Crisis grant and after a lengthy discussion on grants the consensus of the Board was that no more grants be applied for without their permission.

Water and sewer line items were discussed. The Board discussed the replacement of the Bowsertown lift station and would like to know how many times it has malfunctioned, the how and why this keeps happening; why there is no dial up. The Board would like the actual flows not the design flows, a lot of questions were raised; they would like to know why the satellite meter replacement was pulled from the request; an estimate of what it cost for meter reading; what the 3 employees who read meters would be doing if they had a satellite reading meter; what are the maintenance projects of the plant for this year; what the total is that was paid to Makinson and Atlantic Sewage Commissioner Tugwell and Commissioner Creef will meet with Town Manager Kermit Skinner and Water and Sewer Superintendent Butch Luke to answer these questions and report back to the Board of Commissioners.

MOTION: Commissioner Collins seconded by Commissioner Etheridge to set the Public Hearing for FY 2004-05 Budget for June 9th, 2004 at 3:00 p.m. was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Tugwell, Collins, Belli, and Creef. Noes: None. Absent: None

Mayor Wilson gave the Board an update on the Boathouse repairs and passed around pictures of the dumpsters at Manteo Furniture which have been an eyesore and problem for some time. Mayor Wilson would like to have Town Attorney Daniel Khoury write an ordinance for the dumpsters for the Boards approval at a later meeting. At this time the Mayor asked to be excused from the meeting due to a prior commitment and a **MOTION** by Commissioner Tugwell seconded by Commissioner Collins the Mayor was excused at 7:50 p.m. was approved by the following vote: Commissioners Farrow, Etheridge, Collins, Tugwell, Belli and Creef. Noes: None. Absent: none. The meeting was turned over to Mayor Pro Tem Dellerva Collins

The Board next discussed the budget for the cemetery and the cost of having contract mowing versus the Town's Public Works doing the cutting with the help of convicts.

MOTION: Commissioner Farrow seconded by Commissioner Etheridge to have Public Works and convicts mow the cemetery and remove the \$12,000 for contracted services from the budget was

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

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Etheridge seconded by Commissioner Belli the meeting was adjourned at 8:35 p.m. was approved by the following vote: Ayes: Commissioner Collins Farrow, Tugwell, Belli, Etheridge and Creef. Noes: None. Absent: None.

This 20th day of May 2004

ATTEST:

Mayor John Wilson, IV

Town Clerk Becky Breiholz