

## MINUTES

The Town of Manteo Board of Commissioners held their January 2<sup>nd</sup>, 2008 Recessed Session January 9<sup>th</sup>, 2008 at 4:00 pm at the Manteo Town Hall meeting room

The following members were present: Mayor Jamie Daniels

Commissioner Edward Etheridge  
Commissioner H.A. Creef, Jr.  
Commissioner Hannon Fry  
Commissioner Richie Burke  
Commissioner David Farrow  
Commissioner Darrell Collins

The following member(s) were absent:

Also present at the meeting were:

Town Manager Kermit Skinner  
Assistant Town Manager/Planner- Shannon Twiddy  
Town Clerk-Becky Breiholz  
Department Heads: Erin Trebisacci; Steve Jozik;  
Rodney Murray; Carl Jordan; Chief Vance Haskett;  
Josh O'Brien; Johnny Boniface

Mayor Daniels called the recessed meeting to order at 4:03 p.m.

Mayor Daniels gave James McCleave, Public Works Director a plaque in appreciation of his 20 years of service.

**SUBJECT:** Department Head Reports-these were given to the Board at their regular December meeting for review and will be on file for one year. Each department head went over their reports; John Boniface; Shannon Twiddy gave the Finance Department report; Carl Jordan commented that the water front cable has been laid at the docks. Chief Haskett went over his report, commented that they have added 2 more charges to his arrest report. Commissioner Etheridge complimented the police department. Josh O'Brien gave the water department report for Nathan Pharr who is out today. Chlorine in the water was discussed and the Board was informed that we have lowered our chlorine levels and are within state guidelines. Mr. McCleave with Public Works gave his report; Martha Wickre thanked the Public Works department for all they do. Commissioner Etheridge asked if the street sweeper is ever used and Mr. McCleave commented it is but it is very worn out and he works on it more than he drives it. Commissioner Etheridge commented the Board should considering hiring a part time person to do our street sweeping with a broom. Planner Trebisacci gave an update of the Planning and Zoning Board meeting and will ask the Board for their opinion at their February meeting about the Marshes Light Marina change; Steve Jozik, IT commented that all the wiring is done at the waterfront for cable installation.

**SUBJECT:** Discussion of water tap fees-the BOC had asked staff to prepare a report that was reflective of water fees charged by other towns and Dare County and the report will be made a part of these minutes. Staff is recommending that the Board consider amending the fee schedule effective February 1<sup>st</sup> or March 1<sup>st</sup>. Commissioner Etheridge asked why we are considering this. The Town lost over \$90,000 by the cost of installing taps at the lower fees. The actual cost to replace a ¾ inch tap cost \$3,246.11 and the Town only charges \$700.00. Commissioner Etheridge commented that he does not think this is the time to raise tap fees. Commissioner Creef commented it is for new

construction and that if it is costing us more to put in than what is paid we need to raise the fees, you will also need to build a reserve to repair the systems. For the sewer tap we do not charge a tap fee we charge \$8.00 per gallon. Commissioner Collins commented he would rather see us do this than increase water and sewer rates. Commissioner Fry commented we can't keep paying for peoples tap fees and he doesn't want to pay for anyone else's tap fee and we can't keep losing money. Commissioner Farrow commented he does not know how we have gotten by as long as we have and feels like it should be higher. The Board suggested we also add an impact fee or connection fee for the sewer tap which we are currently not charging. Commissioner Burke asked if this was based on 12 inch line and was told yes and if anything our fees are extremely low and thinks it needs to be higher. All tap and connection fees go back into the water and sewer fund. Mrs. Twiddy commented that the Board consider increasing the actual tap fees and then have staff investigate a methodology on sewer tap fees and have the sewer fee charged at a later time. Commissioner Etheridge asked why the warning light did not go off sooner. Mrs. Twiddy commented that for the past 4 years it has been included in the budget information and it has been included in the audit reports. Mrs. Twiddy asked the Board to consider changing the water rates now, the sewer connection fees will have to be investigated and the Board can discuss the fees at their budget workshop. Mrs. Twiddy asked the Board to consider adding \$1,000 to each of the water tap fee cost she is recommending and the Board discussed what amount they would like each tap fee to be they started with the ¾ inch since it is the most one used: Commissioner Creef stated \$3500; Commissioner Farrow-\$5000; Commissioner Fry-\$4125; Commissioner Collins \$4500. The Board discussed increasing the fees on the smaller taps and not on the larger taps since they are not requested that much. Mrs. Twiddy commented that she can get more information for the Board to look into a methodology for sewer tap fees and some scale for higher prices for the water tap fees for their February workshop meeting to be given to them at their regular February meeting.

**SUBJECT:** Discussion of paving Haven Creek Lane-this is being placed on the February agenda awaiting price quotes. The Board had requested some other price quotes and the engineers were unable to get them to us that quickly. Commissioner Collins asked how come it goes from 36 feet to 30 feet. Mrs. Twiddy commented that we are not sure we can put 36 feet of right of ways in there without easements from the property owners. It was discussed that an easement from the property owners might be needed and Commissioner Collins commented that when those lots where sold they took 6 feet off Mandeville's property line to make it a 36 foot road. Planner Trebisacci commented that we have a minimum of 36 foot right of way and she spoke with Robert Green of Green Engineering and he had some questions about how wide the pavement had to be if the pavement does not have be wider than 20 feet the engineer can fit all the stormwater and drainage on the 36 foot right of way; you can't have it any larger than 22 feet wide pavement but it can't be any smaller than 20 feet wide.

**SUBJECT:** Discussion of Renewal of the 2008 Storm Damage Debris Removal Memorandum of Agreement with the North Carolina Department of Transportation. The Town has used the MOA for the past several years and this would simply be a continuation of that agreement and facilitate the removal of debris.

**MOTION:** Commissioner Creef seconded by Commissioner Fry to approve the Storm Damage Debris Removal Memorandum of Agreement with the NC Department of Transportation was approved by the following vote: Commissioners Etheridge, Farrow, Fry, Burke, Collins and Creef Noes: None. Absent: none

**SUBJECT:** Discussion of applying for a grant with Clean Water Trust Fund for recommendations made in the nutrient reduction study. Mrs. Twiddy gave the Board a handout with recommended improvements from the study and Mrs. Twiddy is asking that it be broken into two phases; this report will be made a part of these minutes. She is asking permission from the Board to proceed with applying for the grant.

**MOTION:** Commissioner Creef seconded by Commissioner Burke for approval of resolution to apply for the grant from the CWTF was approved by the following vote: Commissioners Etheridge, Farrow, Fry, Burke, Collins and Creef Noes: None. Absent: none

**SUBJECT:** Discussion of Charter wireless area expansion at Pirates Cove-this was brought up at the regular meeting by a homeowner from Pirates Cove. Steve Jozik worked on this with Charter and what Pirates Cove needs to do is have a private commercial contract with Charter and they are going to contact the president of the homeowners association. He is also working with Charter about the wi-fi hot spots throughout the Town and there will be dead spots through out the Town. The original plan was that Charter would supply wireless through out the Town and you would be given 5 minutes of free time and then you can subscribe to wireless if you want; it was never the intention of Charter that the Town would be blanketed with wireless for free. The Board asked Mr. Jozik to update Channel 20.

Commissioner Etheridge wanted to comment on the grant application; he commented where we could clean a million gallons per day and the most we have used is 450,000 gallons why do we have to update this and question the need for it; and Mrs. Twiddy commented the plant was designed for a million gallons a day with several adjustments. We are permitted at 600,000 today you can only treat 600,000 without adding a couple of extra elements; two clarifier ditches, ultra violet; we have experienced a high number of Notice of Violations and they center around chlorine. Sulfur dilutes the chlorine which is a necessary element in the actual treatment of the fecal in the waste, then you have ph problems, if you put too much sulfur your ph goes up, your ph goes up your chlorine gets soft and what is happening is our chlorine and sulfur chambers are not working like they should be and need to be fixed and by adding the UV disinfection is an alternative to messing with the sulfur, the ph and the constant chlorine adjustments. The UV disinfection will add an element to the process.

Mayor Daniels gave the Board an update on a letter from our attorney about attorney/client privilege.

**MOTION:** Commissioner Etheridge seconded by Commissioner Creef to adjourn at 5:40 pm was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Fry, Burke, and Creef Noes: None. Absent: none.  
Adopted this 9<sup>th</sup> day of January 2008

ATTEST:

---

Mayor Jamie Daniels

---

Town Clerk Becky Breiholz