

## MINUTES

The Town of Manteo Board of Commissioners held their Workshop Session at the Manteo Town Hall meeting room Wednesday, March 19, 2003

The following members were present:

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

The following member(s) were absent:

Also present at the meeting were:

- Town Manager Kermit Skinner
- Town Clerk-Becky Breiholz
- Planner-Fred Featherstone
- Chief F. T. D'Ambra

Mayor Tugwell called the workshop meeting to order at 7:00 p.m.

**SUBJECT:** Adopt/amend agenda-add to Planner's agenda consideration of a scheduling a public hearing for the proposed text amendment changes.

**MOTION:** Commissioner Wescott seconded by Commissioner Wilson to adopt the agenda as amended to action items was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, Wilson and Creef. Noes: None. Absent: None

**SUBJECT:** This item was moved up-Discussion and consideration to file for a grant with Rural Center Application for I&I. This is a resolution that needs to be approved before the end of the month to enable the Town to apply for a grant for inflow and infiltration of the water system. Discussion on what this would cost the Town and there was no real answer. The Board would like to know what the description of the project is since it was not included in the resolution. The Board asked that a copy of the grant application be sent to them as soon as the Town receives it from Mr. Green.

**MOTION:** Commissioner Wilson seconded by Commissioner Creef to authorize the Mayor to sign the resolution was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, Wilson and Creef. Noes: None. Absent: None

A status of the water line replacement was given by Butch Luke, Water Superintendent. Commissioner Wilson would like a report of the weather days, of the days they worked and the days they didn't. Board would like a monthly progress report. Mr. Luke gave the Board a report on chlorination, and when we start chlorine residuals it will help hot water tanks to kill the bacteria and remove the smell.

**SUBJECT:** Presentation of advertising on Police Vehicles-Chief D'Ambra Report-Chief D'Ambra on advertisement on Police Vehicles-The Board had asked that this be investigated further. The Chief had previously supplied the Board with information from the internet from Government Acquisitions, Inc., which allows for advertising on police vehicles that are acquired by local, regional and national companies in exchange for sponsor recognition and donate the vehicles and equipment to the government agencies. The Town would need to be accepted into the program and their objective is to donate a vehicle for all personnel and replace it every three years. The Chief made application and the Town was accepted into the program and as of last week no agency in the US has received a vehicle. The Chief gave a power point presentation that was sent to the Town from Government Acquisitions, Inc. They would also like that all Town vehicles be put in the program including Public Works, Inspections and Water Department. The next step would be for the Town to sign an agreement, alert the media and capture media responses. They build web page and develop media kit, work with local regional and national sponsors. They or the Town can order the vehicle and they and the vendors apply the paint theme, graphics and install the equipment. The Town brings the vehicle into service and both continue the process. There is a contract and if the Board wishes to pursue this the Chief suggests that the agreement be reviewed by the Town Attorney. Commissioner Etheridge asked if the Town had to endorse the products. The Chief commented that there is some type of implied endorsement to a product or service by driving the vehicle. Commissioner Farrow asked if the Town provides insurance and the Chief commented yes. Chief D'Ambra also commented that the Town would have to sign the contract for three years and he also commented that if we do not like the car that is too bad. Chief commented that he received an email from the Town of Hickory, and they are not going apply for the fact that their zoning ordinance prohibits off premises advertising, much like the Town of Manteo. Chief commented that the zoning ordinance would probably need to be changed and that the Town Attorney should also investigate this. Chief commented that it would be his recommendation to take a wait and see what would happen since no cars have been delivered. Mayor Tugwell would like a copy of the contract for him to look at and they would discuss this at the budget workshop.

**SUBJECT:** Discussion of location of Old Weather Tower-Per the Boards instructions Planner Fred Featherstone had contacted the Booth's asking for them to donate the old weather tower to the Town to place at the waterfront. The Booth's have given verbal permission for the Town to remove the tower. One of the conditions would be that a plaque be placed at the tower stating it was donated by Mr. Drinkwater. Mr. Featherstone is now asking the Board for location of tower and engineering services. Mr. Featherstone received an estimate for \$750.00 to conduct a site inspection to determine its structural integrity and whether it is feasible to move it, from Hal Goodman of Construction Engineering Services. It will cost an additional \$900.00 if the move is feasible for a method of removal and design of a new foundation. This cost does not include any permit application fees, permit fees, etc. that may be required. Mayor Tugwell commented he thought it could be placed over top of the platform over the pump station where they tore down the brick building. Commissioner Farrow if we use it as a proper weather tower then it would need to be kept up properly. Mayor Tugwell commented that he was not sure if there are any regulations and had hoped we could hire Mr. Jordan or someone like him and store the flags in a chest at the Lighthouse and they could run the flags up in the morning. Commissioner Wescott commented that we might have to change the ordinance. If the Board would like to pursue this Mr. Featherstone will need to contact the Booth's and get written permission and authorize a

budget amendment for engineering. Commissioner Wilson asked if we want that specific historical structure or just put up a pole and run the flags. Mayor Tugwell commented that he was more interested in getting that piece of history for the water front.

**MOTION:** Commissioner Wilson seconded by Commissioner Farrow for Fred Featherstone to proceed with the weather tower project was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, Wilson and Creef. Noes: None. Absent: None

Fred Featherstone gave the Board of Commissioners an estimate that he received to replicate the boat house for \$216,000. The Board had asked for a comparison of building a new building vs. repairing the old. The Board commented this would probably help with discussions at the budget workshop.

**SUBJECT:** Discussion of recommendation by the Planning Board that high school traffic is re-routed to highway 64 in the afternoons. P&Z Chairman Parker commented that this came about when the BOE had asked for an outlet onto Wingina and also came from a site plan review when it appeared that the fire lane at the elementary school looked like a rear exit. High School traffic has been discussed often and the high school traffic came up during the planning review of the site plan for the Elementary School after Chief D'Ambra recommended that there be no left or right turns on Wingina during the afternoons. The Chief clarified his recommendation that if there were to be traffic allowed to exit through the rear of the elementary school onto Wingina Avenue than high school traffic should be made to proceed straight on Harriott Street only during the afternoon release hours. The Chief stated if the BOC intent is to restrict all afternoon traffic on Wingina they can accomplish this under the Town's current ordinance 46-35. Chief D'Ambra also commented that if you totally eliminate turns onto Wingina from the high school it will cause more of a traffic problem at this point, if you run everything out to Harriott Street onto US64 it will put so much traffic on that road and it will be too much for the elementary school crossing guard for the children's safety. The Chief commented that as the site plan has been presented that the access road was presented as a fire lane with gates and looked to him as a driveway, and if it going to being used as a driveway it would be their recommendation to restrict the traffic on Wingina in the afternoons from the high school, with the theory that we would rather have two hundred responsible adult drivers turning onto Wingina than 340 teenagers on that same strip of road, otherwise leave it be. Planning Chairman Parker commented that during the site plan review they had placed a condition on the site plan that some traffic engineering be done.

Mayor Tugwell commented that he and Commissioner Wilson had met with Ben Cahoon regarding the light house and he should have a contract to sign Friday.

Commissioner Wilson-commented that the proposal changes for the elementary school and the building a new school at the north end will have an impact on Hwy 64, and suggested having the BOE get an independent traffic engineer as a condition for approval of the elementary site. There is a need to look at the impact and how to accommodate these schools without making US 64 worse. Commissioner Wescott suggested satellite parking and buses take the high school students the rest of the way. Mayor Tugwell suggested allowing for construction to start but

make it a requirement that an independent traffic study be done. Mayor also suggested Chief D'Ambra to do an education course at the high school and make a presentation and let them know the consequences of receiving a ticket. Chief commented that he has been having an ongoing dialogue with the schools. Commissioner Wescott commented of the possibility of using the Town property at the sewer plant as satellite parking. Discussion took place on staggering school times. Commissioner Wilson would like to know how many parking spaces they were permitted when the school was built. The Board also discussed as having the independent traffic study as part of a condition for the School Board to renew their conditional use permits.

**SUBJECT:** Discussion of recommendations from the Planning Board regarding proposed text amendments Section 6.01 off street parking-drive aisles. This text amendment would be to add B.7 Internal circulation P&Z Chairman Mr. Parker made some changes by adding the word A before one way and the word on either side and A before Two way, the changes will be noted in the proposed text amendment which will be made a part of these minutes.

**MOTION:** Commissioner Farrow seconded by Commissioner Creef to schedule a Public Hearing for proposed text amendment to Section 6.01 B.7 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, Wilson and Creef. Noes: None. Absent: None

Mayor Tugwell would like the Planning Board to investigate the requirements for paving of parking lots.

**SUBJECT:** Section 7.06 B-3 Midway dimensional requirements-text amendments were approved for dimensional requirements for B1 and B2 zones but not B3 this is to keep all zones consistent. These amendments have been sent to the Town Attorney for review and will be presented at the regular April meeting for consideration.

**MOTION:** Commissioner Wilson seconded by Commissioner Collins to schedule a Public Hearing for proposed text amendment to Section 7.06 B-3 was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, Wilson and Creef. Noes: None. Absent: None

**SUBJECT:** Discussion of changes to the Inter-local Shared Use Agreement with Government Cable Television Access Channel and their budget, this is an updated agreement of shared use to add the Towns of Southern Shores and Kitty Hawk and to approve the budget.

**MOTION:** Commissioner Wescott seconded by Commissioner Farrow to approve changes to the Inter local Shared Use Agreement and the Government Cable Television Access Channel Budget was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, Wilson and Creef. Noes: None. Absent: None

Mayor Tugwell commented that another Police Officer has resigned and will be one month shy of fulfilling his two year employment agreement. The Mayor would like the Board to discuss the employment training agreement policy. There were two other officers who left before their employment agreement was up and still not reimbursed the Town. Commissioner Collins

thought the purpose of the policy was to entice them to stay not leave. Commissioner Farrow commented if we could pro-rate it. Commissioner Wilson commented we need to address why the officers are leaving. Commissioner Etheridge commented we need to decide whether we are going to enforce it. Mayor Tugwell suggested that this be discussed with the Town Attorney.

#### INFORMAL BOARD DISCUSSION

Commissioner Wescott-commented on the building cost of the Marshes Light and he had checked with Plymouth and their rebuilding of downtown and their cupola with a roof was \$30,000 and he thinks he can get a better price for it and asked how far the Board would like him to pursue it. Board agreed that Commissioner Wescott pursue.

Commissioner Collins-Saturday at 10 am Mr. Stallings will be at the Head Start Community, to talk to the community. Commissioner Collins also received a fax about a Community Block Grant seminar and she was wondering if Fred Featherstone would be going to it and that it might be something the Town should look into.

Commissioner Etheridge-looking at the water department cutoff list and the Justice Center is listed and wants to know what the problem is. Mayor asked Town Clerk Becky Breiholz to have Evelyn Rollason write a memo and fax to the Board about the Justice Center. Another water account the Board would like investigated is the Harris Burton-trailer behind 615 SWR.

**MOTION:** Commissioner Wilson seconded by Commissioner Etheridge to recess until Friday, March 21 at 8:30 am at the Nags Head Town Hall annex building at 9:00 p.m was approved by the following vote: Ayes: Commissioners Farrow, Etheridge, Collins, Wescott, Wilson and Creef. Noes: None. Absent: None

Adopted this 19<sup>th</sup> day March 2003

ATTEST:

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Mayor Lee Tugwell

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Town Clerk Becky Breiholz