

MINUTES

The Town of Manteo Board of Commissioners held their July 1, 2009 Recessed Session July 15, 2009 at 4:00 pm at the Manteo Town Hall meeting room.

The following members were present: Mayor Jamie Daniels
Commissioner H.A. Creef, Jr.
Commissioner Darrell Collins
Commissioner Christine Walker
Commissioner David Farrow

The following member(s) were absent: Commissioner Richie Burke
Commissioner Hannon Fry

Also present at the meeting were: Town Manager Kermit Skinner; Finance Officer Shannon Twiddy; Town Clerk-Becky Breiholz; Department Heads

Mayor Daniels called the recessed meeting to order at 4:10 pm would like to amend the agenda adding report on storm water garden; accessory dwelling unit definition and add closed session NCGS 143.318.11 (a) 3

MOTION: Commissioner Creef seconded by Commissioner Collins to amend the agenda was approved by the following vote: Ayes: Commissioners Collins, Farrow, Walker, and Creef
Noes: None. Absent: Fry, Burke

Employee Recognition- Carl Jordan Dock Master was given a plaque in recognition of his 5 years of service to the Town of Manteo.

Department Head Reports- were given to the Board at their regular meeting for review and will be on file for one year. James McCleave Public Works went over his report; Steve Jozik IT gave the Board an update on installation of services at the water plant and other installations he has been doing; he will be working with Embarq and Dare County on updating the phone system. Nathan Pharr Water and Sewer continuing to replace water meters; repairs have been on going to the system; continue repairing water leaks on Sir Walter Raleigh Street; there were no NOVS at the plant and Bowsertown is up and running. Planner Trebisacci went over her report; dealing with a lot of code violations; worked with Police Department dealing with junk vehicles in Town; the public restrooms at Magnolia Market are completed and we were \$5,000 under budget; met with the Coastal Studies Institute to discuss storm water; and Planning vehicles are up to date on maintenance. Chief Haskett went over his report attended a legal update; we are still having a lot of speeders. Update on the cemetery software was given and Mr. Meekins is working on inputting data. Building Inspector John Boniface gave an update on new construction permits. Carl Jordan Waterfront coordinator gave his report and June was a very good month; and is working on getting all the vehicles out of the public garage; have been discussing renting out parking spaces for long term boaters.

SUBJECT: Report on award of cleaning contract-Finance Officer Shannon Twiddy reported she contacted the low bidder for the cleaning contract regarding the Board's wishes to enter into a 90 trial period and if satisfactory we will enter into a 2 year contract with them. She heard back RWP Services they have agreed to 90 day trial period; Mrs. Twiddy drafted a contract and forwarded it to our Town Attorney's office Wyatt Booth and Robert Trivette who are handling Mr. Khoury's affairs while he is out; as it is the Boards policy for such a review. On August 1 the new services should begin and she included in the draft contract that James McCleave Public Works Director will be the supervisor of the contractors; and Mrs. Twiddy and Mr. McCleave will meet with them sometime next week and go over expectations. She ask that the Board authorize Town Manager to enter into the agreement once it has been reviewed the Attorney.

MOTION: Commissioner Walker seconded by Commissioner Creef to allow town manager to enter into contract after approved by Town Attorney was approved by the following vote: Ayes: Commissioners Collins, Farrow, Walker, and Creef Noes: None. Absent: Fry, Burke.

Mayor Daniels gave the Board an update on the stormwater meeting that was held on July 8 with Coastal Studies Institute regarding improvements at Buck Seafood. The following points were made: all runoff will contain sediment and bacteria, focus on sediment removal not bacteria count to improve water quality; bacteria count is only a worry for human exposure; use holding ponds or sediment boxes to remove sediment; holding ponds are cheaper; sediment boxes could be added inline upstream from the outfall; sediment boxes need to be maintained; recommended designing for the 2 year 24 hour storm or approximately 4 inches of rain was a reasonable amount of rain to catch. Final recommendation for Bucks water garden: Increase Bucks pump station to be able to pump the stormwater to our Bowsertown property, either into the existing pond or create a berm to hold the water with the water eventually sheet flowing into the marsh on the west side of the island. For Downtown: reduce overall volume to reduce sediment; reduce the volume of water coming from buildings and homes in the downtown area through BMP's; installation of deeper boxes at the drop inlets and catch basins to allow for sediment to settle out before overflowing into Shallowbag Bay.

SUBJECT: Accessory dwelling units and accessory structures-we have two separate ordinances for those types of structures and if a permit for an accessory structures is obtained sometimes they have been converted into apartments once they get the occupancy permit. The accessory dwelling unit is defined as having a cook top and for a dwelling unit there are different setback requirements from an accessory structure; if you have a structure it has to be only 5 feet;. Planner Trebisacci read the accessory dwelling unit ordinance and the accessory structure and there are two different requirements but the only difference is a cook top stove. Combining these two would make it clearer and easier to enforce and be regulated the same. Consensus of the Board to have the PZ work on this.

MOTION: Commissioner Creef seconded by Commissioner Collins to enter into a closed session was approved by the following vote: Ayes: Commissioners Collins, Farrow, Walker, and Creef Noes: None. Absent: Fry, Burke

NCGS143.318.11 (a) 4-discuss matters relating to the location of business in area served by the Town.

MOTION: Commissioner Creef seconded by Commissioner Collins to exit the closed session was approved by the following vote: Ayes: Commissioners Collins, Farrow, Walker, and Creef Noes: None. Absent: Fry, Burke

MOTION: Commissioner Creef seconded by Commissioner Collins to adjourn at 5:40 pm was approved by the following vote: Ayes: Commissioners Collins, Farrow, Walker, and Creef Noes: None. Absent: Fry, Burke

This the 15th day of July 2009

ATTEST:

Mayor Jamie Daniels

Town Clerk Becky Breiholz