

MINUTES

The Town of Manteo Board of Commissioners held their September 7, 2016 Recessed Session September 21, 2016 at 4:00 pm at the Manteo Town Hall meeting room.

The following members were present: Mayor Jamie Daniels
Commissioner Hannon Fry
Commissioner Christine Walker
Commissioner Nancy Peele
Commissioner Richie Burke

The following member(s) were absent: Commissioner Darrell Collins
Commissioner Martha Wickre

Also present at the meeting were: Town Manager Kermit Skinner; Assistant Town Manager-Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz; Department Heads Steve Jozik, Erin Burke, Josh O'Brien, James McCleave, Carl Jordan, and Chief Haskett

Mayor Daniels called the recessed meeting to order at 4:10 pm

Mayor Daniels asked that the agenda be amended to add discussion of a No Wake Zone during flooding events.

MOTION: By Commissioner Walker seconded by Commissioner Peele to amend the agenda to add discussion of a no wake zone was approved by the following vote: Ayes: Commissioners Fry, Burke, Peele and Walker. Noes: None. Absent: Commissioners Collins and Wickre.

Department Head Reports- were given to the Board at their regular meeting for review and will be on file for one year-

Planner Erin Burke reported that the playground at the Tot Lot has been installed and are now waiting on the mulch. She also informed the Board that we have an intern from UNC who will be working on putting together a bid package for a house to house recycling program for the Board to review at their November regular meeting. Mrs. Burke also reported that we are approaching building out in Cypress Cove 6 lots, The Flats, 5 lots; Cedar Bay 10 lots; Marshes Light 11 lots; Peninsula 16 lots; Pirates Cove 40 lots (10 condo units) Roanoke Village 9 lots and miscellaneous town 21 lots and the Board might be getting some annexations requests in the near future and will need to

consider the impacts those annexations would create including overcrowding of the schools. She has issued 53 new house permits since January 2015.

James McCleave went over his report and they are busy doing their regular duties and cleaning up from the storm.

Carl Jordan –Dockmaster reported that there is a great crowd for the blue grass festival despite the weather and updated the Board on repairs to the middle dock.

Steve Jozik-IT reported that all new systems are up and running without major issues and he will continue to refine and improve for reliability and redundancy over the next couple of months. He has revamped his daily workflow, logging/filing systems and trouble reporting procedures. His daily tasks and ongoing projects are displayed in his office so that everyone in the organization can be aware of where projects stand.

Chief Haskett reported that our K-9 Boscoe had anal glands removed on advice of Dr. Grossman. He had an ongoing issue with the glands getting infected. This will not affect his work performance and will only benefit his health long term and shows no signs of being affected by the surgery. There has been an increase in automobile accidents and vehicle break-ins with cars being left unlocked with their valuables inside.

Josh O'Brien Water and Sewer informed the Board the Wastewater Treatment Plant was compliant and free of violations for the month. The sewer collection system was free of SSOs. The water distribution system was compliant and no violations occurred. In his report he also gave the Board a breakdown of service, installations and operation that were performed for that month.

EMPLOYEE RECOGNITION – Mayor Daniels recognized Josh O'Brien Water and Sewer Superintendent for 10 years of service to the Town of Manteo and to Chris Hurdle with 5 years of service

SUBJECT: Discussion of a NO WAKE zone for downtown Manteo. At the September regular meeting a concerned citizen asked the Board to do something about vehicles that travel downtown during flooding events creating wakes that go into the shops and flood them. A handout was given to the Board with an example from the City of Hampton and what we currently have in effect in our codified ordinance and will be made a part of these minutes. Mrs. Burke also commented that the City of Hampton actually have No Wake traffic signs up in the areas of their flooding. The Board asked that this be sent to Town Attorney Wyatt Booth for his review and to place on the regular October 5, 2016 meeting agenda. The Town Clerk reminded the Board that Mr. Booth

would not be at the October 5 meeting but would attend the October 19 recessed meeting and the Board still wanted this item on the Regular October meeting.

Commissioner Concerns:

Commissioner Walker asked about future annexations and do we have enough resources and Mrs. Burke commented that it would depend on the number of requests for services. The Board would need to consider that future annexations would also increase the number of children in our schools and that the elementary school is now full. The Board discussed the properties that are available for annexation.

Commissioner Peele asked Town Manager Kermit Skinner how the meetings were going with Chief Jarvis on the evaluation of our Police Department and Mr. Skinner commented that the assessment is going well and Mr. Jarvis will be in Town for several days in October. Commissioner Peele asked if a different location was found for him to do interviews with the individual employees and Mr. Skinner responded that Chief Jarvis thought that it would be better to actually do those interviews at the Town Hall. Commissioner Peele also commented about our roads and that they are in bad shape and thinks that those employees that are riding around town report those roads needing attention and address it. Mr. Skinner commented that they are NCDOT streets and we have in the past repaired those roads when the Town actually caused the pothole with cold patch.

Mr. Skinner reported that the dredging project is moving forward and they are proceeding with obtaining permits. Also Mr. Skinner reported that Quibble is working on costs for stormwater on Croatan and should have something ready to go to bid soon.

MOTION: Commissioner Peele seconded by Commissioner Walker adjourn at 5:00 pm was approved by the following vote: Ayes: Commissioners Walker, Fry, Peele and Burke. Noes: Absent: Collins and Wickre

This the 21st day of September 2016

ATTEST:

Mayor Jamie Daniels

Town Clerk Becky Breiholz