

MINUTES

The Town of Manteo Board of Commissioners held their April 1, 2015 recessed meeting April 15, 2015 at 4:00 pm at the Manteo Town Hall meeting room.

The following members were present:

- Mayor Jamie Daniels
- Commission Darrell Collins, Mayor Pro Temp
- Commissioner Richie Burke
- Commissioner Nancy Peele
- Commissioner Christine Walker
- Commissioner Martha Wickre
- Commissioner Hannon Fry

The following member(s) were absent:

Also present at the meeting were: Town Manager Kermit Skinner; Assistant Town Mgr. /Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz; Public Works James McCleese; Daniel Selby from Water and Sewer; Chief Vance Haskett; IT Steve Jozik, Dockmaster Carl Jordan; Maritime Museum Barry Wickre

Mayor Daniels called the recessed meeting to order at 4:08 pm and changed the order of the agenda items.

DEPARTMENT HEAD REPORTS

Mayor Daniels went over the department head reports starting with Water and Sewer Daniel Selby and asked how the new vac truck was working; Mr. Selby responded that it works very well and very helpful with the labor intensive jobs that have to be done. Mr. McCleese-Public Works informed the Board that they are getting the Town ready for spring and summer. Police Chief Haskett reported that they only had 1 crime reported last month. He also attended Law Enforcement Day and that the Town received an appreciation award for outstanding public service; updated the Board on the K9 training. Steve Jozik, IT reported that they have done a video on the litter pickup to be shown on the GOV Channel and that they have replaced the slide show on the channel to a video with general information about the Town offices. He is also preparing for our move because of the remediation that will need to be done at the Town Hall and that he is working with the County about the phone system. To get the whole phone system moved we would have to have Century Link install a fiber optic cable and after talking with them it could take anywhere from 60-90 days for the installation and cost \$3,000 so to be cost effective we will have limited phone lines, but employees will be using their Town issued cell phones. Carl Jordan, Dockmaster commented that the LED lights have been installed and should be good for at least five years; he also reported that he has booked 6 boating clubs for this summer. Barry Wickre commented on how well the litter pick up went; they have finished

some dock work at the boat ramp; the shad boat went to Beaufort for painting; and that they will be doing some repairs to the docks and decking near the gazebo.

SUBJECT: Presentation –from the Air Boat Business-This had been brought up at a previous meeting by the Dockmaster Carl Jordan was approached by the owner of an air boat business that would like to rent a slip at the Manteo waterfront marina and operate a business out of there. The Board had concerns about the noise and if it would harm the nurseries in the sound and requested more information.

Jamie Moore of Chesapeake Bay Adventure presented the Board with a slide show on airboat tours and would like to operate using Town Docks as a pick up and drop off point around the Marshes Lighthouse area dock. He explained to the Board that by giving Eco friendly tours he will be able to reach many points of interest and hard to get to places since the airboat can go in very shallow water unlike conventional boats. He likes to take small groups of 6-8. Mr. Moore stated he owns the only commercially operated airboat in Virginia and that he is a certified Eco Tour Guide. He provided the Board with recommendations and his qualifications and received a 5 star rating from Trip Advisor. He has also offered to collaborate with Jennette’s Pier and North Carolina Coastal Studies. He hopes to operate out of Causeway Watersports in Nags Head with pick up and drop off points in Manteo. The Commissioners were concerned with the noise level and Mr. Moore assured them that noise level would not be a factor as the air boat has a type of muffler. He would rent a slip at the Manteo dock but the air boat has no reverse so he would really only like to use the side area of the public docks. It was brought up that those are public docks and that if someone is already moored there it would create a problem for him and they could not guarantee his unloading and loading of passengers. Barry Wickre commented that it could cause a problem with the Maritime Museum sailing program. Mr. Skinner commented that it could be done a month to month basis to see how it worked out. The Mr. Moore will bring the boat over at the Board’s May meeting for a demonstration of the noise level.

SUBJECT: Discussion and consideration of Improvements at the Marshes Lighthouse and approval of Revised Budget Amendment #9. This item was discussed at their April 1st meeting which the Board was given estimates for repairs of painting the building and rails; re-glazing the windows and a cost for replacing the railing with vinyl railing. The Board discussed the cost for re-glazing the windows and before they approved the amendment they wanted the cost for replacing them with vinyl windows. The cost estimate received with installing 13 vinyl windows was for \$5400 not including painting or disposal of old windows. The estimate for replacing the railing with vinyl rails was for \$5,976 from Albemarle Fencing. The estimates received at the last meeting for painting the building and rails were: Prime Time Painting \$5250 includes painting the rails and re-glazing windows as needed; Sonny’s Painting \$7,600 includes painting the rails and re-glazing all windows, Sonny’s resubmitted a quote for \$4500 which does not include doing the re-glazing the windows or doing the railing; and Beach painting \$8,860 with re-glazing as needed and painting building and railings.

MOTION: Commissioner Fry seconded by Commissioner Collins to approve Budget Amendment #9 for repairs to the Lighthouse was approved by the following vote: Ayes: Commissioner Walker, Fry, Burke, Peele, Collins, and Wickre. Noes: None. Absent

SUBJECT: Discussion and consideration of mold/asbestos remediation bids and contract- The Town's roof had been leaking and that has been repaired but because of the leaks mold was located throughout the building and a quote was received for mold remediation which they were given at their last meeting. During the walk through it was discovered that there was asbestos throughout the building. Before the work begins that Board wanted estimates on the removal of the asbestos which will need to be done before they can start the mold remediation. Warren Eadus with Quibble presented the Board with the quotes that they received which will be made a part of these minutes. Mr. Eadus recommended that the Board go with the highest bidder Renovations as they will be doing a more thorough job by removing everything and treat and replace; Remtech will only remove what they thinks needs to come out; and Palmetto is for mold remediation only but will need to partner with someone for the asbestos and build back; and stated that the cheapest way there are more risks and recommends the Board approach this where everything is pulled out. Consensus of the Board is for a budget amendment for \$175,000 and the contract be placed on the May consent agenda.

SUBJECT: Discussion of Agenda Format - Mayor Daniels reported that he is working with Town Clerk Becky Breiholz and they have done the draft agendas for a year and placed on those agendas the different projects that the Board established at the March Retreat. Even though they may have nothing to report it is more of a reminder so they do not forget what projects they are working on. Commissioner Wickre commented that she is working with Erin about the Christmas tree and that the Board has received one report already from the arborist.

SUBJECT: Discussion and consideration of multiple water and sewer connection charges.

Mayor Daniels asked Shannon Twiddy to explain the process for determining and billing multiple connection accounts. Ms. Twiddy explained the 2012 Water and Sewer Study was performed to determine the equitable cost of operating the water and sewer services and a rate table was adopted that identified the cost of making water and sewer services available to our customers. In an effort to be equitable to all customers there is a sliding rate scale based on size of taps and water consumption. Multiple connections are currently charged at ¾" and 1" even though the tap sizes range from ¾" to 3". Examples were provided on a spreadsheet that identified the current charges on several properties and what charges would be if multiple connections were charged at the actual size of the taps that were currently in place. If all meters were charged minimums a loss of \$17,000 per year was estimated if charged at actual size of the taps an increase in charges would be over \$33,000 per year.

The board asked for a recommendation from Staff. Ms. Twiddy stated it would be her recommendation to charge each multiple connection account at a 1" rate as it has currently been administered rather than the actual size of the tap. The board instructed Ms. Twiddy to prepare

a text amendment to discuss and consider at their next meeting that would clarify any question as to how the rate scale would be administered to ensure consistent charges of all multiple connection accounts.

SUBJECT: Discussion of space needs study – Mayor Daniels commented there are no buildings for the Public Works and Water and Sewer to store their expensive equipment and commented that we need to know how to fund the projects, should they put money aside for each project and how would they go about it. Finance Officer Shannon Twiddy commented that the first need would be building plans which would be quite expensive to have drawn up; but the best way to go would be to have someone draw a conceptual design. Another option would be the Board could always go through the LGC to finance a loan but they would need a timeline. She would need to prepare a loan package. She also stated that Public Works and Water and Sewer plan to add \$20,000 each to their budget requests to build sheds that would keep the equipment out of the weather. Commissioner Peele thought the greatest space needs is the Police Department and storage and that the area upstairs could be turned into offices and storage. The Police Department was identified in the space needs study and needed more room. Mrs. Twiddy informed the Board that Police Chief Haskett has already done research on a modular structure that could either be rented or custom built. To rent would be \$15,000 installation fee and \$600 a month; for a custom built one that would meet all their needs and also meet the Manteo Way of Building could be done for not more than \$250,000.

COMMISSIONER'S/STAFF CONCERNS

Commissioner Peele asked when NCDOT was going to start the repaving projects of the roads and should be talk about replacing water pipes before DOT starts their work, and Mr. Skinner commented that he would have to check with them as he has not heard anything other than their initial plans to begin. Commissioner Peele also stated that at the foot of the Cora Mae Basnight Bridge is a plaque and it is covered by bushes so that no one can see it; she would like that to be taken care of and Mr. Skinner will also check into that.

Commissioner Fry asked that waterline replacement be placed on the May workshop agenda for discussion and for our Utilities Director Nathan Pharr be present.

MOTION: Commissioner Wickre seconded by Commissioner Fry to adjourn at 6:35 pm was approved by the following vote: Ayes: Commissioners Collins, Fry, Peele, Burke and Wickre Noes: none. Absent: none.

This the 16th day of April 2014

ATTEST:

Mayor Jamie Daniels

Becky Breiholz, Town Clerk