

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, April 2, 2014 at 6:30 p.m.

The following members were present: Mayor Jamie Daniels
Commissioner Richie Burke
Commissioner Darrell Collins
Commissioner Nancy Peele
Commissioner Hannon Fry
Commissioner Martha Wickre

The following members were absent: Commissioner Christine Walker

Also present at the meeting were: Town Manger Kermit Skinner
Asst. Town Mgr. /Finance Shannon Twiddy
Town Clerk Becky Breiholz
Planner Erin Burke
Town Attorney Wyatt Booth

Mayor Daniels called the meeting to order 6:35 pm followed by a moment of silent meditation and the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended- Mayor Daniels amended the agenda for presentation from the Outer Banks Sporting Events to be placed before Public Comments; after public comments to add discussion of the downtown waterfront storm water project; add a closed session for an award and remove the presentation about the Outer Banks History Center.

MOTION: Commissioner Fry seconded by Commissioner Collins to approve the agenda as amended was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

SUBJECT: Adoption of the items on the Consent Agenda- Commissioner Peele would like to remove budget amendment #4 tri-fold maps for the workshop agenda.

MOTION: Commissioner Burke seconded by Commissioner Wickre to approve the consent as amended was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

SUBJECT: Approval of Minutes of Regular and closed March 5, 2014 meeting

MOTION: Commissioner Burke seconded by Commissioner Wickre to approve the March 5, 2014 Regular and closed session minutes as presented was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

SUBJECT: Approval of Minutes of Recessed Workshop Retreat March 7, 2014 meeting.

MOTION: Commissioner Burke seconded by Commissioner Wickre to approve the March 7, 2014 minutes as presented was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

SUBJECT: Approval of Minutes of Recessed Workshop March 19, 2014 meeting.

MOTION: Commissioner Burke seconded by Commissioner Wickre to approve the March 19, 2014 minutes as presented was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

Presentation from the Outer Banks Sporting Events-Lynda Wood presented a power point show for the Board showing the economic impact that the Outer Banks Sporting Events has on the County and Manteo. It is a non-profit organization with the net proceeds being split 50/50 to The Dare Education Foundation; The Outer Banks Relief Foundation and Healthy Kids Initiative. All the events are geared to all ages and all abilities. Every event except the triathlon has a kid event. They are shoulder season events bringing large numbers of participants; create jobs and spending their dollars locally. The events are Flying Pirate Half Marathon and First Flight 5K; Storm the Beach; Outer Banks Triathlon and Outer Banks Marathon. They also partner with the military. Dennis DiRaimondo the race director gave the Board an overview of the economic impact that the events have on Manteo bringing an estimate of 2500 participants and visitors who spend an estimate of 75.00 a day. Some of the challenges they face are expo sites and parking; competition from other areas having races the same weekends and as they grow the need for more volunteers and staff.

PUBLIC COMMENT Members of the public are invited to address the Board of Commissioners on any topic. Please come forward to the podium and identify yourself so that your statements can be taped (3 minutes per person; 5 minutes per group) If anyone wishes to speak later in the meeting on a listed agenda item, please state your name and the agenda item and you will be recognized at that time. Action on items brought up during the Public Comment period will be at the discretion of the Board. Public Comment is not intended to require the Board to answer any impromptu questions. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed.

Catherine Hamill-Wingina Avenue, Owner of Art Gallery in Manteo and is here tonight to request that the public restrooms be opened to the public, they have been closed all winter. The fact that the restrooms are closed during the winter have caused problems; with men going

behind the dumpster to relieve themselves; they have also lost a lot of sales in the businesses because of this problem. People coming to shop find the restrooms closed and get in their cars and leave. Another issue is that if they do let people come in and use their bathrooms their bathrooms are used for storage areas and full of all kinds of storage; then there is the liability issues, plus the cost to supply the water, clean up and the purchasing of supplies. Appreciate it if they would open those restrooms.

Page Palumbo-Budleigh Street and moved to the area 17 months ago; has opened her shop and watched several people try to use the restrooms and they are locked. She suggested that the Town increase the licensing fee, she would rather pay more for the privilege license to keep the bathrooms open if that is the problem and the Town can't afford it. "I am losing business and pretty soon I am going to have to move to the beach if she wants to stay here." Just today she watched 17 people come to the bathroom and finding them locked they leave. She would like to work together and there are shopkeepers willing to take the key; also possibly put a camera up to deter vandalism. It doesn't present Manteo a very welcoming place. She also wanted to thank Jamie Daniels who has been working with the merchants.

Elizabeth Granitizki-Manteo She agrees with what everyone has said and would like the public restrooms opened.

Comments made below are regarding the changes that were made to the bridge/boardwalk by the Maritime Museum during the Storm water project downtown.

Sybil Ross-102 Greenville born here and was in business for several years downtown. This Town is known for its wonderful public involvement that is why the Town was picked as #8 of places to live in the state of North Carolina because we are quaint and that bridge is quaint and is a special place for a lot of people. There are snakes there around the rocks. She read somewhere in the minutes about it "becoming a beach," "not sure what la la land some people live in," but ever since Dare County put in central water and not central sewage they made Shallow-bag Bay and Dough's Creek to be forever a cesspool. She asks the Board to put the bridge back.

David Riley-He commented that he has lived in the Town of Manteo since 1995 and been a longtime volunteer at the Maritime Museum. He also went to England in 2006 with the Town's blessing and at his own expense to resurrect the twin town relationship with Bideford. He was aghast to read the dire warnings about the destruction of the Manteo Boardwalk which appears to be the boardwalk to nowhere, which will create turns which will be difficult to navigate, the wedding destination business is in ruins; this is all nonsense; it was put out by people who do not know the facts or simply chose to ignore them. It will continue to lead and it will always lead and will be accessible to all and now have the advantage of access of water simply and conveniently for everyone. Already seeing people using the inlet and using the new seating and picnic tables. Soon the small boaters will arrive. Activity on the water front has been invigorated despite all dire warnings. It is the small inlet which is the real feature of historical

significance, in 1983 the Elizabeth II was launched from there after being rebuilt in the original boat shop. Countless people will be able to follow that path down Shallowbag Bay.

Melody Leckie-Uppowoc and is speaking tonight to let the Board know she would like the foot bridge along the boardwalk that was recently torn down replaced. It is unfortunate that this action has divided so many in our small town, but it is unfair that the footbridge was removed without the public being able to weigh in on its removal. She is all for the Maritime Museum, Barry Wickre manages the site very well and is a plus for our community, however the sailing program has successfully held this together for 28 years. Many different aspects about the waterfront make it special, appealing to people for a variety of reasons. Please reconsider request for removal of the foot bridge that Barry Wickre presented to the Board at the March 19th meeting that you all except Commissioner Fry voted to approve and approved it without discussion according to draft minutes. She truly believes they all have the best intentions for the Town, but this action was hastily carried out; shocking and upsetting to many town residents and visitors that enjoy using the continuous boardwalk we are fortunate to have. Believes the proposed pathway will become a hindrance to those with wheelchairs, canes or pushing a stroller, please build our footbridge back.

Rita Ayers-Bay Club Drive-visitor 15 years and lived here for 4 years; she runs on the docks at the water front on a regular basis; and twisting and turning around while running actually creates a hazard to be able to do that. She sees many people who cross the bridge stand there and gaze out. She would like her voice heard and request that the bridge be put back.

Gib Harrison-Creef's Ridge Road and is here tonight to ask that the bridge be put back. Does not understand what they trying to accomplish by taking the bridge down. The Town of Manteo has a lot of things other Towns would like to have; we need to be attractive, it is what the tourist want and locals want. Please put bridge back it is the right thing to do. Is it legal and hates to see the Town get tied up with the Creef Trust and hates to see over a million dollar property loss over a 6 foot bridge. We do not want to lose the property and we do not want it to be the center of a political issue.

Anabel Bowen-Dartmouth Avenue been visiting over 25 years and loves Manteo, loves walking and one of the selling point to them was the boardwalk the longest in the state. What we don't understand is why there wasn't more thought or discussion. The sailing program only uses that area a couple of months out of the year while the walkers and runners use it year round. If the public was given an opportunity to speak about it they could have offered comments and suggestions and this is the kind of thing that sours people on government. They watch the weddings and most of the brides have their pictures taken on the bridge and Manteo was a wedding destination which removal of the bridge kills that feature. The green space around the Maritime Museum is important and there isn't a lot of it and you are adding more concrete to it. Making the turn is sharp and looks like an accident waiting to happen. Urge you to reconsider the replacement of the bridge.

Terry McDowell-Agona Street she asks that the Board consider putting the bridge back.

Patty Callum- Mayor of Manteo Post Office. They are all for them putting the bridge back.

Paul Manning-resident of Kill Devil Hills. He went downtown to look at the renovations downtown and sees a need there in teaching kids to sail which is one of the best sailing schools in Eastern Carolina. Boats can't be easily launched and it lacks the ability to attract regattas which is a lost opportunity of economic benefit to having events. It will make access easier for them and asks they think about the economic possibilities.

Kathryn Fagan-Airport Road-What she wanted to say is the way it was done in her opinion thinks something should have been done to notify people of what was being done. She doesn't understand what the big deal is, it's not like you are cut off but she did not consider the attractiveness issue which should be considered and the problems with the snakes and urges them to put the bridge back.

Don ? Resident Roanoke Island 15 years been walking the boardwalk every day. His problem is the way it was done, no one had an idea it was going on and they should have gotten the public input. If it ain't broke don't fix it.

John Robbins-Mother Vineyard-his daughter takes part in the sailing program and she is unable to carry all the heavy sailing equipment and the removal of the bridge will make it easier for kids to get their equipment to the water. It is going to open up opportunities that are not there for the Maritime Museum. It will bring people to the Town. Yes he sees snakes down there every now and then but he sees snakes everywhere here they are not unique to that area. Disabled and special needs people will be able to access the water and be able to participate in the activities. The History of the area is also significant, The Elizabeth II was launched there, there were rails set up there to launch other boats that were built there, he spoke with CAMA today and there is no problem putting a sidewalk in there. There are a lot of people in here and is surprised they can chew gum and walk at the same time; have a paved walkway that you can walk around is not that difficult; don't do something again rash and put the bridge back. It should have been put to public hearing and had discussion.

Tim Teeple-lives near Creef Park and looks at it every day. We all know that change is hard for everyone to go through. Change can be a positive for the greater good. He has heard both sides and does not understand why there isn't something where everyone can meet in the middle. He understands the problems with the boat launch; but does not understand the fact that it wasn't addressed at any of the meetings and not put on any of the agendas; no one had any say so. This could have been fixed by a simple draw bridge, yes it will be expensive but it will be more expensive to re-do the sidewalk every single time it floods. Where it is located right now it is so close to the water and every time we have a wind tide it will erode underneath. We need a bridge there and thinks that a draw bridge or swing bridge would be a better way. If there is a

draw bridge it would benefit everyone. Overall we hate change but what we want everything to remain the same but get better.

Phil Hasseltine-Uppowoc and volunteers for the Maritime Museum. He came back and saw the bridge is gone and a walkway going in and the more he looks at it the more he thinks it is a reasonable way to get around. Thinks it is important for the sailing program and that a lot of activities planned for the next few years will be bringing thousands to the Town for regattas. He would like to recommend that they complete the walkway and continue the project as planned but continue to evaluate and if indeed the people's feeling about the bridge are as strong they are today after the walkway is completed then reconsider putting in a bridge that can be moved for events.

Cathy Burrus Burnside Forest and agrees with everything Tim said and change is hard and been shocked with this process. Couple of things have come to mind, she walks the boardwalk every day. 25 years ago when we had the boardwalk downtown there were no benches, and one of those reasons those benches got put in was because her 3 year old fell off that dock and rescued. Many years later a dog fell off at Marshes Light and we had to swim two hundred yards and then she began the effort to get ladders because there was no way to get back on the dock, it took two years to get ladders. Daniel Khoury ran off that dock and they got a bench put up in no time and she gave him a hard time about how he got his bench so quick. It was the speed in which this was done, there was no public comment. She wishes they would spend some money on replacing some of the boards at the board walk as well as the bridge.

Dave Penosky- longtime volunteer at the Maritime Museum and has a lot of history with it. Last year they had an opportunity to host a regatta and they left the area because of the bridge. Kids have grown up here and have all swam in Shallowbag Bay and have no deformities so he has no clue what the issue is with the water. The activity in the water scares the snakes away. He is in support of keeping the bridge out.

Larry Belli-Manteo resident walks the boardwalk every day and also sees the need for boating. Thinks the idea of a draw bridge or swing bridge could be very inexpensive and get both the walkers, runners and it would be there for the boating school. It would also be an attraction and encourages the Board to look at the alternatives.

Chris ? Manteo and in his opinion it is not a matter of a bridge or no bridge but feels it should have gone to the Planning Board or some kind of thought given to it. It was like an afterthought of lets chop it off here and take it out. To him it is not reflective of the Town of Manteo and hopes that any future changes be more aesthetically pleasing to the Town of Manteo instead of chopping it off.

Commissioner Collins commented he was the one who made the motion and the reason he made the motion is that site is very significant to Manteo and restoring the site to its original purpose was a way of honoring the Creef Family, particularly H.A. Thirty some years ago the

Town was having hard times. The Queen Elizabeth II was built to commemorate the 400th anniversary and was built to bring new life to the Town of Manteo and it did, put Manteo on the map, a tourist destination. Ever since H. A. Creef died it has always been in his mind to somehow honor this man for what he did for the Town of Manteo. He was a commissioner for 25 years and taught us how to respect each other in public and he would like to name that area after H.A. Creef to name it H. A. Creef Inlet or H.A. Creef beach. There is probably no one on this Board that doesn't respect Mr. Creef and does not want to disgrace that. He would like some type of compromise and in retrospect it probably would have been better to have had a public hearing.

Commissioner Fry commented that H.A. influenced them growing up as did former Commissioner David Farrow who is here tonight and is respected; as well as Christine's father Commissioner Etheridge who is not here with us but thought more about the waterfront. Unfortunately he was not here at the meeting and a little bit shocked that it was coming down. This all blossomed real fast and like Commissioner Collins he appreciates what H.A. has done for the Town. He thinks there is a way this can be done to benefit everyone. We have to respect the Creef family as they are ones that gave the land as a gift to the Town; and there are a lot of legalities that need to be discussed by asking the Creef family if they mind and also CAMA. Commissioner Fry thinks there is a way for this to benefit everyone. He thinks this should have gone to the Planning Board first. Appreciates everyone coming out and speaking.

Mayor Daniels commented that it was probably a good idea to send to the Planning Board to come up with some ideas and get their input.

Commissioner Wickre had concerns about the safety issues with sidewalk being dug and just doesn't want to leave dirt there with nothing being done. Mr. Skinner commented that the sidewalk should be done sometime next week.

MOTION: Commissioner Fry seconded by Commissioner Collins to send to Planning Board to discuss ways to have a bridge and still have water access; and for staff to check the legalities of having a sidewalk with the Creef family who donated the property to the Town and with the Town Attorney and with CAMA was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

TOWN MANAGER'S AGENDA

SUBJECT: Discussion and consideration of Charter Cable TV Contract for Marina- In his memo to the Board Mr. Skinner stated the Town has been offering cable TV as an amenity at our marina for the past several years. There has been no additional charge to the boaters for this service with the theory being that those costs are included in monthly slip rental. In recent years we have had a month to month agreement with Charter for service to our 46 slips at a monthly rate of \$624.65 or \$7,495.80 annually. Since Charter's conversion to an all-digital format our marina has been without service. Recently Charter TV has contacted the Town and said that the

only way they will continue to supply cable TV service to the marina would be for the Town to enter into a five year contract. The contract as presented states that "Video Services are subject to rate increases during term of the contract...", but does not include a percentage cap on any increases. If the Board chose to enter into this agreement our initial expense would be approximately what we are currently paying but Staff would have no way of predicting what the Town's financial obligation might be in the future years of the agreement. Also this arrangement would require that the Town would have to manage the 46 digital conversion boxes required for service. Meaning the Town would be issued the boxes by Charter and be responsible for storing, inventorying, and connecting boxes as needed. This could especially challenging in the summer months with the high rate of transient boaters visiting the Town's Marina. Staff has also been working with a satellite TV vendor to provide services for the marina and our initial conversations have proved promising with substantially lower rates. Staff received a quote from Net Works East for Satellite TV. Mr. Skinner commented that to provide 40 TV units the monthly bill would be \$296.80 which would save us \$4238.40 the first year but it would take \$12,000 up front to take care of technical costs. We would recoup that \$12,000 in 2.8 years. Mrs. Skinner commented that Carl Jordan is here tonight to answer any questions but the options would be either to go with Charter Cable and sign the 5 year contract; go with the satellite option or not provide that service at all. Mayor Daniels asked if cable TV is provided at marinas and Mr. Jordan responded that some of the marinas do and we already have it advertised as a service. Mr. Skinner commented that if the Board decides to offer the service staff would recommend to go with the Satellite option. Commissioner Wickre asked wouldn't staff be responsible for checking out those boxes and if someone comes in on the weekends and the Town Hall is not open then they are out of luck or if they leave with the box and not return then we are responsible. Mr. Skinner commented that because of governmental accounting it will be a challenge to keep up with deposits and refunds. Mr. Jordan afraid if we don't offer the service we will lose business. Commissioner Fry asked Finance Officer Shannon Twiddy what her thoughts were and she stated she hasn't been provided the numbers so she has not had a chance to review it. Commissioner Fry would like Mrs. Twiddy to look at it and think about it. It was discussed if this was time sensitive and Mr. Skinner didn't think it was. The Board asked if boats could get their own satellite and were told that yes they can and that is an option. The Board asked about using Direct TV and staff was told that Direct TV would not work as well. Commissioner Collins asked if there was enough funds in the dock budget and Mrs. Twiddy commented not at this time it would require a budget amendment a transfer from the general fund. They have already transferred \$124,000 from general fund to cover this year's budget. Mrs. Twiddy explained that this was done to cover operational expenses and also covers the Maritime Museum. Consensus of the Board is to put this on the workshop agenda for more discussion. Commissioner Peele commented that we could increase the dock rates to cover this. Mrs. Twiddy made a suggestion of possibly doing a monthly charge to those that use it and have something for them at the workshop meeting for discussion.

SUBJECT: Discussion and consideration of Public Comment Policy-Mayor Daniels commented that this was brought up at the Board budget retreat of March 7 to make the public comments portion of the meeting easier, not that we had a problem with that today. Hopefully

this will make it easier for those wishing to speak. The draft policy will be made a part of these minutes.

Suzanne Godley-Uppowoc and wanted to address the public comment policy. Tonight was a good example of how the public process works and thinks it works well under public comments and there is a problem adopting it like it was written. It is very important and understands what it is like to be on their side of public comments and it is important to have a policy so everyone understands the rules. She made some notes about the policy and in interest of time would be willing to provide her comments to the Board at another time. She urges the Board to table this or table to the workshop for thoughtful review as she thinks some issues that could be tweaked and more applicable to our small town. One of her concerns is the mid-month meeting workshop but it is really a recessed meeting of this meeting and her interpretation of workshop was exactly that to gather and collaborate where no action was taken on an agenda item and no new agenda items were brought forth and you didn't really have to have public comment. At the workshop apparently you can take action and also can introduce new agenda items which the public cannot respond to. She asked the Board to think about this. The Board asked for her to share her thoughts on paper and Mrs. Godley will distribute them to the Board via email.

Robert Keeney-Fernando commented that the problem goes beyond and has to do with the agenda items and the meeting themselves. If you look of the agenda of this meeting you will note that the Planner's agenda, Town Attorney agenda, Mayor Agenda Commissioner Agenda there is nothing underneath that, so as the public we cannot say or provide any input because we don't know what is being discussed. The second meeting at 4:00 which he thinks is a bad time to have it, that meeting is bad because you don't allow any public comments at all. He thinks today that the bridge situation people had no input what-so-ever and didn't know it was coming up because it was a staff recommendation and he agrees this should be postponed to the workshop meeting for discussion. He also mentioned the allowance of 3 minute speaking time is an issue that all governments are dealing with and that the International City Managers Association to talk about this very issue. With the internet there are many opportunities to engage the public. He also mentioned that the Board decided to not allow videotaping of these meetings, he does not agree with it but the Town audio tapes each meeting and strongly recommends that they be uploaded to the website or Facebook page every week so that residents and property owners may know what is going on.

Mayor Daniels asked about the International City Managers Association and Mr. Keeney commented that they have meetings periodically and have webinars; this is a huge topic for folks; everyone hates the 3 minute and there are other ways of engaging the public. There are a lot of different ways to engage the public. Mayor Daniels asked if he had more information on that and he stated he does and will get that to the Mayor.

Mayor Daniels went over the draft policy that was included in their packet and will be made a part of these minutes. Item #1 remove the 30 minute time limit; we have always allowed people

to speak on agenda items. Item #4 Add speakers will be recognized by the Mayor or Town Clerk. Item #5 add Speakers will address board as a whole not one individual or a group. Remove Item #7 and Remove item #9 and add if a new item is added to the workshop agenda public comments will be allowed. Town Attorney Wyatt Booth commented that the law states you are required to have one public comment period a month and that is it. This will be placed on the workshop agenda.

FINANCE OFFICER'S AGENDA

SUBJECT: Discussion and consideration of Text amendment to Section 50-36 Connection charges-Shannon Twiddy, Finance Officer stated this is at the request of the Board to allow for 1 inch meters be reduced to accommodate $\frac{3}{4}$ meter and to add the fees to the fee schedule.

Jim Contristan Compton Street and here to talk about the meters; he is assuming this item concerns the 5 houses at Marshes Light; we have had 3 different meter sizes. His builder assumed that the meter was consistent with the Town of Manteo. After receiving several bills and questioning why his fees were high he called the Town and was told that he had a one inch meter and he contacted his builder who said he should have a $\frac{3}{4}$ meter, he got back to his plumber and has been paying the extra each month and we do not need one inch meters which are used in huge homes. He contacted the Town that there was nothing the Town could do because the State of North Carolina was requiring Marshes Light Homes to have one inch meters. His wife contacted the States Engineer with Water Supply section and he stated that while the state does consider the size of the water lines they do not regulate the size of the meters. He would like to reduce his meter to a $\frac{3}{4}$ meter at no additional cost to them based on the fact that a one inch meter should not have been installed in the first place and has been having to pay an extra \$42 a quarter. He has paid \$500 in unnecessary fees over the last two years.

Robert Keeney-Fernando and he supports Jim on this issue and this has been a confusing issue, we have received certain or different information in certain cases. One thing is clear you do not need a one inch meter and is overkill. A mistake was made by the Town, possibly the developers and the State and you need to go back and allow this to happen without additional expense to homeowners in Marshes Light.

Shannon Twiddy-gave the Board a history of how this came about. The original letter date January 15, 2014 that was sent to Mr. Contristan stated an onsite inspection was done and during staff's visit to Marshes Light each meter connection was viewed and inspected, all of the taps with the exception of 221 Compton Street had been under billed and each of those residents will be receiving a letter to this fact. Beginning January 15, 2014 the minimum water bill will increase from \$41.43 to \$83.46 for quarterly billing charges. Mrs. Twiddy commented that there were six (6) affected; one was billed correctly, one was undersized and 4 were billed incorrectly. Her letter also stated that the neighbors under charged will be corrected and one of

those have the wrong size tap. The Town will cause the tap to be increased to a one inch meter to be in compliance with the N.C. Carolina approved water distribution plan. After reviewing the developments state distribution plan a one inch tap was submitted by the original developer and approved by the State and unfortunately reducing the size of the tap is not an option. She contacted the State and it is a State approved plan but is not a requirement. She has had several conversations back and forth with Mr. Keeney and Mr. Contristan. At the Board's workshop she prepared a text amendment for their consideration, currently the ordinance does not allow to reduce a tap, it allows you to pay to increase a tap and there is nothing in our fee schedule or ordinance for this to happen. Mrs. Twiddy's cost was \$868.39 which she rounded up Her proposal was to cause the reduction of a one inch tap to accommodate a ¾ meter be \$900; to add a fee for relocation of a water meter not requiring boring \$900; relocation of water meter requiring boring \$1500; relocation of water meter requiring use of heavy equipment \$1500 plus \$200 per hour for use of equipment and labor \$200 per hour. After speaking with the attorney she also proposes making several additions, a change as to being a water meter reduction fee as identified in the fee schedule and that there be a provision that the meter may be reduced no smaller than one meter below the customer's existing size and no event should a meter be smaller than maybe required by applicable codes. He also suggested we have a change request form that is created that the customer requesting the reduction size is made aware that there could be a reduction in water volume and pressure and that they are accepting that responsibility and fully acknowledge that fact. Staff recommends the change to the fee schedule which would then allow the option to the customers throughout the Town in the last 5 years whose developments were approved by the State Water Distribution as one inch taps. We approximately have 45 customers that could possibly reduce the size and reduce the minimum monthly bill. Commissioner Burke asked if the builder specified the size and discussion took place on the size of the lines and tap and meter size. Commissioner Burke asked if when the builder came in to request the meter did they state the size and Mrs. Twiddy commented they have an option to check ¾ inch or one inch but in the case of Cedar Bay, Cypress Cove and Marshes Light because they were new subdivisions were already set up as one inch. Commissioner Burke commented that they need to know what size meter they have to use in those developments and Mrs. Twiddy commented that we will do that moving forward she is just trying to fix what has happened now and if the text amendment is approved they will have that option and unfortunately those three have been designated as a one inch tap by the developer. Commissioner Burke commented there is some confusion here between a tap and a meter; a tap is a line and a meter is a cash register. Discussion took place as how many one inch meters and how many people it will affect that didn't get an opportunity to be allowed ¾ inch. Mrs. Twiddy commented that there are 45 households affected. Commissioner Collins asked if the one inch meter can be re-used and Mrs. Twiddy responded yes they can but once they reach 1 million gallons they are put on a replacement schedule. Commissioner Collins asked if they could get a credit for returning those meters and Mrs. Twiddy commented that is possible and try to come up with a figure unless the Board wants to give her a figure for a credit. Possibly doing the difference between the prices of the meters. The difference in quarterly billing for ¾ \$41.43 vs. one inch \$83.46, which is double. Discussion took place on putting a sunset clause in the text amendment and charging a minimum of \$300 prior to a certain date if they chose to

change it and after that date the charge would be the \$900. Mr. Booth commented that reducing the water size is nothing abnormal it is just a question of charging a fee for the changes. Mrs. Twiddy asked if a discounted rate is an option for a period of time and then go to the actual cost. Commissioner Collins suggested a sunset clause of six months and a fee of \$350. General consensus for Mrs. Twiddy to draft something with a sunset clause of six months charging \$350.00 for the workshop meeting for potential action. Mrs. Twiddy commented she can advise her staff in the Finance Department and Water and Sewer Department that a form must be filled out that they have the option but are not required. Commissioner Burke suggested putting it on the building permit. Commissioner Wickre asked if there was a potential of 45 residents being given the wrong information. Mrs. Twiddy commented it wouldn't be the residents it would have been the developers at the time they came in and did the subdivision application. Mrs. Twiddy also asked the Board to understand that the developer actually have to prepare a plan that is approved by the State and was submitted to the State with distribution lines having 1 inch taps and that is where her information came from. The actual building permit has that information on it. She can advise her staff from this point forward that everyone be given an option of size. This will be placed on the workshop agenda for possible action with a discounted meter cost of \$350 for a six month period.

MAYOR'S AGENDA

Mayor Daniels wanted to discuss Budget Amendment #4 that was removed from the consent agenda. In looking over the budget amendment Mayor Daniels asked what the \$12,000 in part 2 of budget amendment #4 was for. Mrs. Twiddy commented that was for overages for the net shed video project; it was the result of changing terms by contracting with a different contractor that required the Town to reimburse travel expenses that were not budgeted for nor signage to meet the terms of the grant. The original budget was for \$54,000. Part 3 of budget amendment #4 is an additional \$3,000 for recodification ordinance changes for \$1500 because we are going to go over the amount that was budgeted. Every time the Board changes the codified ordinances or zoning ordinances there is a fee associated with updating it. \$500 for Dues and Subscriptions for Admin; \$500 for IT Public Works because a computer was replaced that was not anticipated and \$500 for Special Events as they have also gone over their budget line item. She is asking for them to approve budget amendment #4 either in totality or portions. Mayor Daniels asked the Board if they wanted to approve the funds for the tri-fold map. Commissioner Peele commented that she would like to see what it looks like before we have it printed. Mayor Daniels commented it is for the printing; but the Commissioners would like to see the draft before they actually print it. Commissioner Peele commented we can budget money after we see it. The Board would like to see a draft of the tri-fold map and Mayor Daniels asked Mrs. Burke, Town Planner to have that for them to review.

MOTION: Commissioner Wickre seconded by Commissioner Fry to approve parts 2 and 3 of budget amendment #4 was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

COMMISSIONERS AGENDA:

Commissioner Fry asked about the Bike Safety program and Mr. Skinner responded that he and Chief Haskett are on that committee.

Commissioner Peele would like to discuss the letter we received from Beth Twyne with Carolina Dunes Realty requesting an adjustment to their water bill. She would like to make a motion that we reverse her sewer fee. Mrs. Twiddy commented that in the original letter she did not identify that it was a frozen pipe and that prevented the water from going down the drain and that there is nothing provided for in the ordinance for staff to do that. Commissioner Peele would also like to discuss the problem of those asking for their meters to be turned on and off. Commissioner Fry commented he thought we charged \$100 for that. Mrs. Twiddy commented that not in that case we charge \$100 to remove the meter and stop minimum billing. We have a lot of customers who for convenience have the meters turned off and continue to receive a bill for minimum billing and then call and have it cut back on. The Board could consider charging a fee for this service. Commissioner Fry commented that staff has to drive a truck there and do that service. Mrs. Twiddy commented when they call, a work order is generated to turn it on and off, but there has never been any customer confirmation and we do not charge for this service. Commissioner Peele commented that the customer needs to be present when they request it be turned off or on. Mrs. Twiddy will present a draft text amendment for meters cut off and cut on and someone be there to sign off on the request. If a customer has a shut off valve on their side of the meter they can do it themselves. Mrs. Twiddy will make the form available on line and that they have to pay for it before we will cut it on and off. Consensus of the Board to charge \$50 on and \$50 off. Mrs. Twiddy will work with Town Attorney to have this for the Board to review at the workshop.

MOTION: Commissioner Peele seconded by Commissioner Collins to reverse the sewer charges since the water did not go down the drain for Beth Twyne was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

Mrs. Twiddy wanted to discuss the email we received from a bride and groom who are getting married at the water front park; the Board had all seen the email. Mrs. Twiddy commented that when he called because of the storm water project and the digging up of the park he asked that the Town sod the grass before his wedding and paint the new boards on the boardwalk to match the old boards. It was explained to him by Mrs. Twiddy that this was not included in the budget to have that done. We had offered to give him a refund and he made the comment to Mrs. Twiddy that his family was full of attorney's; she then responded that she could no longer talk with him but still offered him the \$500 refund. He wants us to give him a refund plus allow for his wedding to take place. Mrs. Twiddy commented that she told him we would have it graded and seeded but could not guarantee that grass would be growing. Mr. Booth spoke with the mother of the bride and her request was if there was no grass please refund the fee so that they can use that money to do something on their own by putting a tarp down. The Board

discussed having the area sodded. Consensus of the Board is to authorize staff to give refunds to anyone requesting them that want to move their wedding to another venue until the park is re-established. The Board asked that staff proceed with sodding.

MOTION: Commissioner Peele seconded by Commissioner Collins to have the Creef Davis Park sodded was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

Commissioner Peele also brought up the fact that at the Budget retreat the Board discussed having I-pads for the meetings. Consensus of the Board was for staff to order 4 I-pads; as Commissioner Fry, Wickre and Mayor Daniels have one.

MOTION: Commissioner Fry seconded by Commissioner Wickre to enter into a closed session NCGS 143.318.11 (a)(2) prevent the disclosure of any honorary award was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

(At this time Greg Clark with the Coastland Times was allowed to stay)

The Board discussed a resolution honoring one of the Town's employee

MOTION: Commissioner Collins seconded by Commissioner Fry to approve Resolution 2014-02 was approved by the following vote: Ayes: Commissioners Fry, Wickre, Collins, Burke and Peele. Noes: None. Absent: Walker

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

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Peele seconded by Commissioner Wickre the meeting was recessed at 10:05 pm until the workshop meeting of April 16, 2014 at 4:00 pm was approved by the following vote: Ayes: Commissioner Peele, Wickre, Fry, Collins, Burke. Noes: none. Absent: Walker

This the 2nd day of April 2014

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk

