

## MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, February 5, 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 Christine Walker

The following members were absent: Commissioner Martha Wickre

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

Mayor Daniels called the meeting to order at 6:34 pm followed by a moment of silent meditation and the Pledge of Allegiance.

**SUBJECT:** Adoption of Agenda as presented or amended- Amended to add a closed session property acquisition and add Resolution authorizing execution and delivery of a Master Lease Agreement with SunTrust Equipment Finance and Leasing Corp.

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

**SUBJECT:** Adoption of the items on the Consent Agenda- .

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

**SUBJECT:** Approval of Minutes of Regular January 8, 2014 meeting

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

**SUBJECT:** Approval of Minutes of Recessed Workshop December 18, 2013 meeting

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

**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.

Joe Heard-520 Ananias Dare, thanked the Town for the presentation Town staff did for the local Cub Scout troop.

Robert Keeney-342 Fernando Street-not necessarily against the skate part expansion but stated there is a mix of skaters because of the difference in age ranges. Alcohol and drug use are taking place at the park and at Marshes Light Development. Wants additional facilities to be elsewhere and to separate the age groups. Limit the existing park to the ages of 14 and under.

Bill Boykin-Project Manager at Marshes Light-commented drug use is taking place at the Marshes Light condos and boardwalk and has seen drug exchanges. Would like more cameras put in at the condos.

#### TOWN MANAGER'S AGENDA

**SUBJECT:** Appointment of Commissioner to Transportation Advisory Committee Mr. Skinner explained in his narrative to the Board that the Transportation Advisory Committee (TAC) is the policy-making body of the RPO and consists of elected officials from each county in the RPO region, along with one municipal elected official from each county to represent the municipal interests within that county. The NC Department of Transportation Board of Transportation member from Division 1 also sits on the TAC. The TAC member does have to be an elected official, however, the alternate does not have to be. They can always send the alternate to the meetings if you want to do so. They only meet four times a year, twice in Hertford and twice south of the sound (usually in Dare and Tyrrell or Washington) to discuss transportation issues

within the 10 county region. The RPO does most of the "work" with direction by TAC. Sometimes work groups are set up for certain issues but they typically only meet once or twice and aren't long standing.

**MOTION:** Commissioner Fry seconded by Commissioner Walker to appoint Commissioner Collins to the TAC was approved by the following vote: Ayes: Commissioners Fry, Walker, Collins, Burke, Peele. Noes: None. Absent: Wickre

**MOTION:** Commissioner Fry seconded by Commissioner Walker to appoint Erin Burke to the TAC AS THE ALTERNATE was approved by the following vote: Ayes: Commissioners Fry, Walker, Collins, Burke, Peele. Noes: None. Absent: Wickre

**SUBJECT:** Discussion and consideration of Stormwater Rehabilitation-The Board received preliminary plans and cost estimates from Derek Dail with Quibble. The Board was given the construction documents and cost estimates for the next phase of the Towns ongoing stormwater improvement initiative. This project was conceptually presented to the Board several months ago and Staff was told to proceed with the engineering of the project. The Board approved and funded the engineering and construction management contract with Quible & Associates. The estimated cost of construction is \$135,321.00. Unfortunately a portion of the project will cross private property as this particular line has for 50 years or more. To relocate the line into the public right of way at this time would at a minimum double the cost of the project. Town Attorney Wyatt Booth and I are currently working with the property owners to secure an easement. Staff is requesting Board approval to advertise and receive bids for this project pending the recording of an appropriate easement agreement. Derek Dail with Quibble gave the Board a presentation of the plan and stated there would be minimal road closures and construction period of 30-40 days. They anticipate being able to present the bids at the Board's February 19<sup>th</sup> meeting with a decision being made before March 1<sup>st</sup> and be finished before May.

**MOTION:** Commissioner Burke seconded by Commissioner Peele to go to bid with the project pending the easements for the project was approved by the following vote: Ayes: Commissioners Walker, Collins, Burke, Fry and Peele. Noes: None Absent: Wickre.

**SUBJECT:** Discussion and consideration of sidewalk Uppowoc Street extended. Town Manager Kermit Skinner provided the Board with options and cost estimates as previously discussed. The engineering and construction management agreement as well as the estimated construction costs for the Uppowoc Avenue Westside sidewalk and drainage improvements were given to the Board. As per my conversation with NCDOT Division One Engineer all costs associated with this project are Powel Bill eligible. The total project price including engineering, construction management and the actual construction is estimated at \$61,340.00. If the Board would like to proceed with this project we anticipated it could be bid and completed well before the summer season. Commissioner Fry asked about including a storm captor or storm water treatment device.

Suzanne Godley-102 Uppowoc thanked the Board considering this project and addressing the drainage concerns at this intersection. She also stated the neighborhood would like to help with beautification efforts along Uppowoc.

Robert Keeney-thanked the Board for considering this project and acknowledged the number of pedestrians that use Uppowoc to walk.

**MOTION:** Commissioner Walker seconded by Commissioner Collins to enter into a contract with Quibble for the Engineering was approved by the following vote: Ayes: Commissioners Walker, Collins, Burke, Fry, Peele. Noes: None. Absent: Wickre

**SUBJECT:** Resolution authorizing execution and delivery of a Master Lease Agreement with SunTrust Equipment Finance and Leasing Corp. The Loan package for the VAC truck requires this resolution be adopted to enter in the purchase of the VAC truck and acknowledge that the purchase is an action of the Board.

**MOTION:** Commissioner Burke seconded by Commissioner Walker to approve the Resolution authorizing execution and delivery of the Master Lease Agreement with Sun Trust was approved by the following vote: Ayes: Commissioners Walker, Collins, Burke, Fry, Peele. Noes: None. Absent: Wickre

#### PLANNER'S AGENDA

**SUBJECT:** Discussion and consideration of site plan review of the Manteo Elementary School. Planner Erin Burke commented this plan was submitted to the Planning and Zoning Board for their December meeting. At that meeting the plan was reviewed and there were a few items that needed to be addressed. The civil engineering firm, Hyman and Robey worked to address the concerns brought up at the meeting. They adjusted the setback line at the rear of the property. They also addressed the buffer concerns on the southwest corner of the property and that in the buffer they may use wax myrtle or pittosporum or both

At the January Planning and Zoning Board Meeting these issues had been addressed. The Planning and Zoning Board commented on the minor architectural changes that had been made as well and were satisfied that the changes met the recommendations. There was some question about the depth of the projections on the front façade and the Board requested those be addressed before the Board of Commissioners reviewed the plans. The architect clarified the measurements, and the plans submitted before the Board of Commissioners addresses the concerns of the Planning and Zoning Board. The Planning and Zoning Board recommends, in accordance with Sec. 3-21. - Amendments to and modifications of permits that the Board of Commissioners approves the site plan to allow for the addition at Manteo Elementary School. Commissioner Collins asked about storm water and Mrs. Burke commented that they have applied for their storm water permits but have not yet received them. Mayor Daniels asked about future parking.

**MOTION:** Commissioner Fry seconded by Commissioner Peele to approve the site plan as presented was approved by the following vote: Ayes: Commissioners Fry, Walker, Collins, Burke, Peele. Noes: None. Absent: Wickre

COMMISSIONERS AGENDA:

Commissioner Collins asked Chief Haskett about the drug problem and Marshes Light and wanted to discuss this at the mid-month February meeting.

Mayor Daniels wants to add business improvements committee to the mid-month meeting for discussion.

**MOTION:** Commissioner Collins seconded by Commissioner Fry to enter into a closed session NCGS 143.318.11 (a) 5 land acquisition located at Bideford and Sir Walter Raleigh was approved by the following vote: Ayes: Commissioners Fry, Walker, Collins, Burke, Peele. Noes: None. Absent: Wickre

Discussion of land acquisition

**MOTION:** Commissioner Burke seconded by Commissioner Fry to exit the closed session NCGS 143.318.11 (a) 5 land acquisition located at Bideford and Sir Walter Raleigh was approved by the following vote: Ayes: Commissioners Fry, Walker, Collins, Burke, Peele. Noes: None. Absent: Wickre

**MOTION:** by Commissioner Walker seconded by Commissioner Peele to seal the closed minutes until they are no longer relevant was approved by the following votes: Commissioners Fry, Walker, Collins, Burke, and Peele. Noes: None. Absent: Wickre

Mr. Skinner asked the Board about the uses at Magnolia Market, consensus to add this to the workshop for discussion.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Peele seconded by Commissioner Collins the meeting was recessed at 7:57 pm until the workshop meeting of February 19, , 2014 at 4pm was approved by the following vote: Ayes: Commissioner Peele, Walker, Fry, Collins, Burke. Noes: none. Absent: Wickre

This the 5<sup>th</sup> day of February 2014

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Jamie Daniels, Mayor

ATTEST:

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Becky Breiholz, Town Clerk