

MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, January 2, 2013 at 6:30 p.m.

The following members were present:

- Mayor Jamie Daniels
- Commissioner Richie Burke
- Commissioner Darrell Collins
- Commissioner David Farrow
- Commissioner Nancy Peele
- Commissioner Hannon Fry
- Commissioner Christine Walker

The following members were absent:

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 at 6:35 pm followed by a moment of silent meditation and the Pledge of Allegiance.

SUBJECT: Adoption of Agenda as presented or amended- amend the agenda to remove the closed session.

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

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

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

SUBJECT: Approval of Minutes of Regular and Closed December 5, 2012 meeting

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

SUBJECT: Approval of Minutes of Recessed Workshop December 19, 2012 meeting

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

Employee Recognition-The Board of Commissioners recognized Public Works Director James McCleave for his service to the Town for 25 years. Mayor Daniels and Mr. Skinner gave Mr. McCleave his 25 year plaque.

PUBLIC COMMENTS -Town Manager asked for any one to speak on items not on the agenda and if you want to speak on an item on the agenda please come forward so that the clerk can enter it into the record.

PUBLIC HEARING – Wind Turbine Ordinance

MOTION: Commissioner Walker seconded by Commissioner Burke to enter into a Public Hearing was approved by the following vote: Ayes: Commissioners Farrow, Fry, Walker, Collins, Burke, Peele. Noes: None. Absent: none

No public comments

MOTION: Commissioner Collins seconded by Commissioner Fry to exit the Public Hearing was approved by the following vote: Ayes: Commissioners Farrow, Fry, Walker, Collins, Burke, Peele. Noes: None. Absent: None

TOWN MANAGER'S AGENDA

SUBJECT: Discussion and consideration of searching for Potential Cost Savings Measures-Mr. Robert Segal, CPA, PA has presented the Town a proposal by which he would examine our financial procedures, purchasing, accounts payable and receivable, collections, contracts, etc and provide the Town with suggestions to reduce costs and enhance costs. There would be no upfront cost to the Town but if we chose to implement any of Mr. Segal's recommendations and we do realize a cost savings his firm would be entitled to 50% of those savings for a period of 24 months. Mr. Skinner commented that he does not think there is not much fat in our budget and felt he should bring this to the Board. Staff has no problem having them looking into our procedures but does not think we would realize any substantial savings. The Board would like some more detailed information on cost savings to other Towns before considering this.

SUBJECT: Discussion of merit pay plan proposal-as per the Board's instructions the merit pay plan was discussed at the December 19, 2012 meeting with the language they wanted incorporated into the Town of Manteo Personnel Plan. The proposed plan will be made a part of these minutes. Discussion took place on probation period, when it would start, the percentage of amount. This is to give employees an incentive when they go above and beyond their jobs. Commissioner Collins would like to be able to see who gets pay increases to make

sure that the pay plan is fair. Mr. Skinner commented that salaries are a public record but not the actual evaluation form. Commissioner Fry commented we can always try it for a year and if not happy then change it.

MOTION: Commissioner Walker seconded by Commissioner Peele to adopt the merit pay plan to the personnel policy was approved by the following vote: Ayes: Commissioners Farrow, Walker, Fry, Collins, Burke, Peele. Noes: None. Absent: None

SUBJECT: Discussion and consideration of Water and Sewer Cross connection ordinance. This has been discussed at several meetings and it is a new requirement by DENR and designed to get language into a statutory ordinance to prevent things from getting into the water system; it has been reviewed by the State and our Town Attorney.

MOTION: Commissioner Burke seconded by Commissioner Farrow to approve the cross connection ordinance was approved by the following vote: Ayes: Commissioners Farrow, Fry, Walker, Collins, Burke, Peele. Noes: None. Absent: None

PLANNER'S AGENDA

SUBJECT: Discussion for wind turbine ordinance this has been discussed by both Boards. A wind turbine ordinance was passed to allow the College of the Albemarle to install one at their campus at the old middle school. The Planning Board wanted to include other areas of the Town to allow them to be able to install a wind turbine. A public hearing was held at the beginning of the meeting. The ordinance was reviewed by the Town Attorney and changes were made. Mayor Daniels commented that the name Wind Generation facilities needs to be consistent and to make those changes in the ordinance.

MOTION: Commissioner Collins seconded by Commissioner Walker to approve the wind mill ordinance making sure that everything in the ordinance states windmill facility was approved by the following vote: Ayes: Commissioners Farrow, Fry, Walker, Collins, Burke, Peele. Noes: None. Absent: None

COMMISSIONER'S AGENDA

Commissioner Walker asked about the water and sewer rate increase and Mrs. Twiddy informed them that there will be an increase in January.

MAYOR'S AGENDA

SUBJECT: Report Outer Banks Tourist Bureau- Mayor Daniels stated that the Tourist Board had a recap of the year and the new Members were sworn in to the Tourist Board. Mayor Daniels commented that this is his second term and you can only serve two terms.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Walker seconded by Commissioner Peele the meeting was recessed at 7:30 pm until the workshop meeting of January 16, 2013, at 4pm was approved by the following vote: Ayes: Commissioner Peele, Farrow, Walker, Fry, Collins, Burke. Noes: none. Absent: None

This the 2nd day of January 2013

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk