

## MINUTES

The Town of Manteo Board of Commissioners held their May 4, 2016 recessed meeting May 18, 2016, at 4:00 pm at the Town of Manteo Town Hall meeting room, 407 Budleigh Street, Manteo, NC

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

The following members were absent:

The following member(s) were absent: Also present at the meeting were: Town Manager, Kermit Skinner; Assistant Town Manager & Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz; Planner Erin Burke; IT Administrator Steve Jozik;

Mayor Daniels called the recessed meeting to order at 4:14 p.m.

**SUBJECT:** Report update on security camera at cemetery-IT Administrator Steve Jozik reported to the Board that he took a look at the site and the plans for the chapel for possible installation of a security camera. Here are the issues we will need to sort out before we go any further. If we want a camera out there, we will need to have high speed internet and power installed to the camera location. We cannot use our existing wireless system because our existing antenna is directional and only services the opposite side of town towards the skate park. We would need the power and coaxial installed in separate conduits due to building code and signal degradation issues. We would need some sort of pedestal installed near the power pole for Charter to connect to because we shouldn't trust the cable company to trench through the cemetery. We will also have to assign the chapel a street address so that Charter can order service to the location. We will need to decide where we want the camera mounted. If we want to observe the chapel, it will need to be mounted away from the chapel on a pole. We have not been successful getting permission from Dominion Power to mount any equipment on their poles so we would need to find a place in the cemetery to mount our own. This may cause an aesthetic issue. If we want to mount the camera on the chapel, our line of sight will be very limited. We will have to decide which direction we want the camera to face. We could add multiple cameras, but that could be pricey.

We will also need an enclosure built or purchased to house the networking equipment to protect it from the environment/vandalism. It could reside on a pole or in the chapel depending on where we want to mount the cameras. We have had tampering issues in the past with the equipment at Magnolia Market. Cameras that are compatible with our current security system are in about the \$5,000-\$7,000 range, depending on the features. There are cheaper cameras that we could use, but they would not integrate into our current system. We have used some cheaper cameras in the past on a different system, but they have not been particularly reliable in semi-outdoor conditions. We will also need to keep replacement costs in mind since we have a history of lightning strikes on our outdoor-mounted cameras.

Mr. Jozik recommendation was installing dummy cameras and signage at the location. After we put the signs at Magnolia Market, we observed a reduction in vandalism even before the cameras were actually installed and during the periods when the cameras were not running. If power is already being run to the chapel, I would recommend running a second conduit with low-voltage cabling (coaxial cable and phone) so that we could easily upgrade the security system in the future if the need should arise.

The Board discussed the proposal for the addition of electrical service, receptacles and lighting for the Eventide Chapel. After discussion and consideration consensus of the Board was to have soffit lights and to remove the security camera portion from the proposal as there will not be any need for the second conduit for cable. Finance Officer Shannon Twiddy will contact Renaissance to revise the proposal and budget amendment to be placed on the June 1, 2016 consent agenda.

**SUBJECT:** Discussion of cleaning public restrooms downtown waterfront condo and Budget Amendment #15 – The condo association had submitted a proposal to get the bathrooms at the waterfront condos up and running they would need \$9489.00 and they are willing to pay half of that amount. At the April workshop consensus of the Board was to pay \$4744.50, a onetime payment, to help get the bathrooms ready and place the budget amendment on the consent agenda for May meeting. At the May 4<sup>th</sup> meeting Commissioner Burke asked that it be removed and discussed at the May workshop in light of several emails that were received from the Condo Association. In the email it was suggested “we take part of our newly found \$\$ and go ahead and get these decks cleaned.”

An email was received from Town Attorney Wyatt Booth recommending that if the Board approves this some type of written agreement with conditions be done before disbursing public funds. Mr. Booth’s recommendation is to require a written grant agreement with the Waterfront Commercial Condo Association that includes: 1) Grant funds will be used only for specified purposes. 2) Bathrooms will be open for public use during specified times, with public access over Association common areas. 3) Period of years for agreement –

suggests 3 to 5 years. 4) If Town is to clean the bathrooms, agreement that Town employees/contractors shall have right of access to bathroom and over Association common areas. 5) Acknowledgment that Association is responsible for repair and maintenance outside of routine cleaning. During discussion the Board wanted to disburse the funds on a reimbursable basis and consensus was for a 3 year agreement.

**MOTION:** Commissioner Walker seconded by Commissioner Collins to approve Budget Amendment #15 with the condition that funds be disbursed to the WCCA on a reimbursable basis and with a written agreement with the conditions recommended by the Town Attorney: 1) Grant funds will be used only for specified purposes. 2) Bathrooms will be open for public use during specified times, with public access over Association common areas. 3) For a period of 3 years. 4) If Town is to clean the bathrooms, agreement that Town employees/contractors shall have right of access to bathroom and over Association common areas. 5) Acknowledgment that Association is responsible for repair and maintenance outside of routine cleaning was approved by the following vote: Ayes: Commissioners Peele, Burke, Wickre, Fry, Walker and Collins. Noes: None. Absent: None

**SUBJECT:** Discussion of construction of bathrooms at Magnolia Market-This was discussed at the regular May meeting and was placed on the workshop for discussion. Since the Board approved the agreement with the Commercial Waterfront Condo Association on the use of their restrooms, consensus was for this be revisited in September.

**SUBJECT:** Review of FY 2016-17 budget and set public hearing. The Board received a budget narrative with budget highlights and will be made a part of these minutes. The Board discussed the General Fund expenses by line item; other items discussed were possibly removing the attorney expense for the Board of Adjustment; the police request for a new vehicle and Chief Haskett had explained in a memo to the Board that even though one of the vehicles has not yet reached replacement schedule he would need to ask for two vehicles in the next year's budget which would be more expensive. The Board can budget the funds without spending them until the vehicle meets the replacement guidelines. There were no changes in the Fire Service expense. On Special Event requests the Dare County Arts Council is asking for an increase in funds and the Board discussed reducing Dare County Arts Council Film Festival. To balance the General Fund an appropriation of the Fund Balance in the amount of \$99,679 is needed.

The Board discussed when to have another meeting to discuss the budget before they hold the public hearing and consensus was for the Board to meet on June 13<sup>th</sup> at 5:30pm and to schedule a public hearing for June 15<sup>th</sup> at 5pm.

**MOTION:** Commissioner Collins seconded by Commissioner Peele to schedule a Public Hearing for the FY Budget 2016-2017 June 15<sup>th</sup>, 2016 at 5pm was approved by the following vote: Ayes: Commissioner Fry, Collins, Burke, Walker, Peele and Wickre. Noes: None. Absent: none.

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

This the 18<sup>th</sup> day of May 2016

ATTEST:

---

Mayor Jamie Daniels

---

Becky Breiholz, Town Clerk