

## MINUTES

The Town of Manteo Board of Commissioners held their November 7, 2012 Recessed session in the Manteo Town Hall meeting room, November 21, 2012 at 4:00 p.m.

The following members were present:

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

The following members were absent:

Also present at the meeting were: Town Manager, Kermit Skinner; Assistant Town Manager/Finance Officer Shannon Twiddy; Town Clerk Becky Breiholz; James McCleese, Public Works Director; Josh O'Brian for Water and Sewer Department; Erin Burke, Planner.

Mayor Daniels called the meeting back to order at 4:05 pm

**SUBJECT:** Department Head Reports-Given to the BOC at their regular November meeting and will be kept on file for one (1) year. Josh O'Brian with the Water and Sewer Department gave the Board a brief overview of how the water and sewer department handled all the water that we received from Hurricane Sandy and that we treated more rain water during these events and the more rain we get makes it harder to filter the sludge. Ms. Burke gave an update on the interceptor for storm water runoff at the boat ramp. They have been working with Withers and Ravenal on this grant project and Carolina Marine Structures will be doing the project. Mrs. Twiddy received a call from Dare County and because there was no state of emergency declared by the Federal Government for Hurricane Sandy they will be charging the Towns for all debris that is taken to the landfill and could be at least \$68 a ton and there is nothing budgeted for this so she will be coming back with a budget amendment; she also received a letter from a resident Jack Gregory and it mentions possible litigation and thinks it needs to be discussed with the attorney in closed session. Mrs. Twiddy gave a brief overview of the letter from him and that Mr. Gregory had come in to Town Hall and discussed with customer service rep Kim Espinoza about possibly getting his water cut off while he is out town but a work order was never written and no notes were made on his account. His water heater broke and flooded his house while he was out of Town and he is now asking that the Town pay \$8500 for damages. Consensus of the Board was to discuss this at the December 5 meeting in a closed session with the Town Attorney.

**SUBJECT:** Budget Amendment #3-to fund the moving of the boathouse at Collins Park.

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

**SUBJECT:** Discussion of merit pay plan. Mr. Skinner commented he sent the Board a memo and that during the 2012-2013 Budget discussion the Board expressed concern that the Town did not have a mechanism by which to recognize and reward employees as they progressed through their careers with the Town of Manteo. Since 2004 the only ongoing process by which to evaluate and adjust salaries has been across the board cost of living adjustments made during the annual budget process, the one exception being the 2008 budget when the Board did make a number of individual salary adjustments. The cost of living adjustments are greatly appreciated by staff but do not recognize individual performance or career development. As a result of that discussion staff was asked to bring a draft merit pay plan for the Board's review at mid year. Mr. Skinner gave a brief history of the Town's former plans. For many years the Town had a standard merit plan which awarded employees salary adjustments based upon their performance. The Department Heads evaluated their individual employees and made recommendations to the Manager as to who should receive and who should not receive a salary adjustment based upon all aspects of their job performance. The Department Heads would be evaluated by the Manager to make the same determination. Each year during the budget process the Board would make a sufficient appropriation to fund the merit plan. During the 2004 budget process the Board chose to cease funding the merit plan essentially ending the program. The Board adopted a revised Town of Manteo Personnel Plan in 2004 which included a Performance Pay plan but no money was appropriated to fund the plan. Since that time the Town has been without a mechanism to recognize and reward employees who make exemplary contributions to the Town. Mr. Skinner asked the Board if they want to proceed with this and whether or not they are going to fund it. Mayor Daniels commented that he is in favor of the concept; and asked about employees who don't receive any type of certification in their job and how would they be rewarded. Mr. Skinner in the evaluation process they would be evaluated on their job performance and such things as being tardy, ability to take the initiative and things like that. Commissioner Farrow commented that we just gave a pay raise at the beginning of the year and we are getting ready to raise the water rates and does not think we need a raise. Commissioner Peele commented that a merit raise is not guaranteed. Commissioner Collins thinks we should have a special workshop meeting on this. Commissioner Farrow thinks that everyone does a good job and those that don't get a raise will be jealous of their fellow employee. Commissioner Collins stated that a merit plan usually benefits those in management and not the laborers. Discussion took place on the definition of what merit means and how to administer the plan. Commissioner Farrow commented that we used to have a step and grade pay scale in which individual employees could be addressed.

Mayor Daniels asked do we budget a certain amount for each department and Mr. Skinner commented that would depend on the percentage that would be given, some units of government budget a certain amount and if it is not used is returned to the budget and the plan can be designed anyway the Board would like. Mr. Skinner will get a more concrete plan together for the Board and Commissioner Farrow would like to see a step and grade.

Commissioner/Staff concerns – comments.

Commissioner Collins asked if the holes could be patched in the parking lot of Piggly Wiggly and Mr. Skinner commented that the owner Arte Ange contacted him and asked if the Town could put cones in the holes until they could have those repaired.

Commissioner Walker asked about the waterfront live camera and a new one has been ordered. Mr. Skinner also commented that the waterfront condo association has installed cameras on the first level of the condos and Police Chief Haskett and IT Administrator Steve Jozik are working with them to allow access.

Commissioner Farrow commented that the Veterans Day event downtown was on the same day as the marathon and they could not put on the Veterans Day Service because of the marathon. Mr. Skinner commented that there had been some confusion, we had been in contact with the veterans folks before the event and they planned on having their event at 3pm. Lynda Midgett came to Town Hall and someone told her that the Town said no they could not do it. The Town did not say they could not do it and staff will try to coordinate that event so that it will not happen again.

Commissioner Fry commented that several people have asked him why the Christmas parade is no longer being called that but called big little town parade and would like it to be called Christmas Parade.

Mayor Daniels commented about the overcrowding at the Manteo Elementary School and that the School Board needs to do something about it. Fire issues were discussed and if it is overcrowded then the fire department needs to be notified. Mayor Daniels would like to know when the next school board meeting is and he will represent the Town; Commissioner Fry commented that maybe all the commissioner's should attend.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Walker seconded by Commissioner Collins the meeting was adjourned at 5:15 pm was approved by the following vote: Ayes: Commissioner Peele, Fry, Farrow, Walker, Burke Collins. Noes: none. Absent:

This the 21<sup>st</sup> day of November 2012

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Jamie Daniels, Mayor

ATTEST:

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Becky Breiholz, Town Clerk