

The Town of Manteo Board of Commissioners held their October 2, 2013 recessed meeting October 16, 2013 at 6:30 pm at the Manteo Town Hall meeting room.

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

The following member(s) were absent: Commissioner Christine Walker

Also present at the meeting were: Town Manger Kermit Skinner, Town Clerk Becky Breiholz; Assistant Town Mgr. /Finance Officer Shannon Twiddy; Department Heads; James McCleese; Chief Haskett; Steve Jozik; Erin Burke; Derek Boutchyard; Nathan Pharr

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

**EMPLOYEE RECOGNITION:** Mayor Daniels and the Board recognized employees Tony Farrow for 15 years and Shannon Twiddy for 20 years of service with the Town.

**SUBJECT:** Department Head Reports- Police Chief Haskett, business as usual; the Scotty McCreery concert went well and the officers have been doing required training. James McCleese, Public Works Director went over his report and they doing their usual duties and getting ready for the marathon. Steve Jozik went over his report and they will be doing a piece on the marathon on the Government Channel describing the issues with traffic on that day. Planner Erin Burke went over her report, she has been involved in doing the Community Rating Service and there will many new significant changes in the flood insurance policies and they are working on those. It is important we keep the rating we have now. Mr. Boutchyard went over his report and there has been an increase in building. Mr. Wickre went over his report; the seafood festival is coming up and they will have the shad boat there; also the wooden boat show will be the weekend of October 26. Mrs. Twiddy went over her report and they are finishing up the audit. The Board had requested a report on the process of the privilege license and Susan Ditta who handles the privilege licenses gave a report to the Board. They have a form letter that is sent out every year for the renewal of a privilege license. If not paid another notice is sent to remind them; if it hasn't been received then on the third notice they are

charge a \$50.00 late fee which is in the Town's ordinance as is the fee that is mandated by the State. If it still hasn't been paid after sending those notices it is turned over to debt collections. At least three letters are sent to businesses before they are turned over to collections. Mr. Pharr went over his report and they have been NOV free for the month; painting fire hydrants and getting the plant ready for the winter.

**SUBJECT:** Budget Amendment #1 to provide funds for some state mandated programs; Farmers Market received a grant and that will need to be recorded.

**MOTION:** Commissioner Burke seconded by Commissioner Farrow to approve budget amendment #1 was approved by the following vote: Ayes: Commissioners Burke, Collins, Farrow, Fry and Peele Noes: none. Absent: Walker

**SUBJECT:** Discussion of regulating boats moored in Shallowbag bay and disposal of waste. Mr. Wickre commented due to an article in Cruising World magazine we have had a few folks stop by that would not otherwise stop. There are several boats anchored out near the channel which could be a problem. There is one boat that seems abandoned but there is a process that needs to be done before we can remove it, we would need the owner information and has to be advertised in newspapers. The Board wants to know if they are using the pump out; which they are. Mr. Wickre explained to the Board how NC Fish and Wildlife do a head inspection which allows them to find out if they are dumping overboard. Mayor Daniels commented that maybe next year have those inspections done for the boats that are anchored out in the channel to make sure they are not dumping overboard. The Board also discussed if those boaters anchored in the channel have access to the restroom and laundry facilities. They were told that you need a key to access those facilities.

**SUBJECT:** Discussion of Albemarle Regional Bicycle Plan-The Albemarle Rural Planning Organization (RPO) with the support of counties and towns throughout the Albemarle region, has developed a Regional Bicycle Plan. The planning process began with a project Kick-Off Meeting in July 2012 and resulted in a completed plan in fall 2013. Six public events to collect input took place in October 2012 and May 2013. This plan is intended to highlight bicycling routes throughout the Albemarle region, both existing and proposed. The Board will be asked to adopt the plan by resolution at their November 6<sup>th</sup> meeting, which may open up funding opportunities for additional facilities both locally and throughout the region. Steve Lambert with the RPO gave the Board a power point presentation on the plan.

**SUBJECT:** Discussion of Tree City USA recognition this item was discussed at a previous meeting when the School Board was discussing cleaning up the tree area near the high school they had the N.C. Forestry Division help them develop of plan of cleaning up that area. Mrs. Burke stated to the Board that the steps for becoming one is fairly simple; a tree board or

department needs to be established; a tree ordinance; a community forestry program with an annual budget of at least \$2 per capita and an Arbor Day Observance and Proclamation. Reapplication is required each year. If the Board is interested she will pursue this and contact the Forestry Division to set up a meeting. Mrs. Burke will get the information requested by the Board and have it for their November meeting.

**SUBJECT:** Report on Dominion Lighting-Jay Tutwiler with Dominion email to Mrs. Burke stated that there has been preliminary discussion with the North Carolina Public Staff concerning LED lighting. Currently there are issues in Virginia with the high cost of the LED lights and corresponding high monthly bills. They are working on a rate structure that will be similar for both North Carolina and Virginia. They will keep us informed as additional information is available. Mrs. Burke commented that you can not ask for a street light since Dominion does not have a fixture that meets our ordinance. The Farm Bureau is requesting a street light fixture and Mrs. Burke commented she is not sure if they have already met their limit of lighting. She commented that we allow sodium vapor in limited intensities and the power company does not have a fixture that meets our ordinance. The Board asked about the cost and Mrs. Twiddy commented that they pay a flat fee for the pole and then the Town pays about \$2900 a month The Board asked Mrs. Burke to have the Planning Board to address street lights in the ordinance at their November meeting and provide a report at the November 20<sup>th</sup> recessed meeting.

#### **BOARD MEMBER CONCERNS:**

Commissioner Farrow commented that on the old courthouse down town there is no recognition of it being a courthouse. He would like them to add something to the building that it was a courthouse and when it was established and when it was no longer a courthouse. He feels that this needs to be recognized. Consensus of the Board to have Staff contact Bobby Outten with the County to see what can be done to change it and report to the Board as soon they we receive a response.

Commissioner Collins commented that a manhole cover on Sir Walter Raleigh Street near Cartwright Park is rocking.

Commissioner Peele asked that the trees on Wingina be trimmed before homecoming, and Commissioner Fry would like the trees and bushes trimmed on Uppowoc beside Scarborough House that hang out in the road.

**MOTION:** Commissioner Collins seconded by Commissioner Peele to adjourn at 5:45 pm was approved by the following vote: Ayes: Commissioners Burke, Collins, Fry, Farrow and Peele Noes: none. Absent: Walker

This the 16<sup>th</sup> day October of 2013

ATTEST:

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Mayor Jamie Daniels

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Town Clerk Becky Breiholz