

MINUTES

The Town of Manteo Board of Commissioners held their September 5, 2012 Recessed session in the Manteo Town Hall meeting room, September 19, 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

The following members were absent:

- Commissioner Richie Burke
- Commissioner Hannon Fry

Also present at the meeting were: Town Manager, Kermit Skinner; Assistant Town Manager/Finance Officer Shannon Twiddy; Chief Vance Haskett; Town Clerk Becky Breiholz, Planner Erin Burke, Carl Jordan, Dockmaster; James McCleave, Public Works; Nathan Pharr Water and Sewer Superintendent; Steve Jozik, IT Administrator; Derek Boutchyard, Building Inspector; Barry Wickre, Water Front Coordinator

Town Manger Kermit Skinner commented that the Mayor would be a few minutes late.

Mayor Pro Tem Collins called the recessed session to order at 4:00 pm

SUBJECT: Department Head Reports-Given to the BOC at their regular September meeting and will be kept on file for one (1) year. Chief Haskett went over his report; James McCleave, Public Works Director commented they are busy doing stormwater clean up and regular duties; Nathan Pharr, Water and Sewer helped with PW ditch cleaning and the water and sewer plant had a State inspection today of the whole plant and that went well; Planner Erin Burke went over her report and thanked James and Nathan for their help on the stormwater system cleanup; she introduced our intern Julio who is with UNC Chapel Hill and will be doing an inventory of our parks and will be putting an information packet together. Carl went over his report. Barry went over his report still getting sponsorship for our sailing program; our shad boat will be at the Seafood Festival October 20 and be back here for wooden boat show on October 26, 27; they have also received sponsorships for this event; and volunteer hours were at 222 hours for this month. Steve Jozik, IT will be presenting our new web site later; he completed the distribution of the student lap tops, and reported one student moved away and have an extra laptop and would like to distribute to someone that may have moved into the Town after the distribution list was done. Consensus of the Board for him to do that. The waterfront webcam has been replaced. Derek Boutchyard went over his report; have over ½ dozen new construction; been working with home inspectors and other building inspectors going over the new state building codes; we also have another intern from East Carolina and he introduced

Paige Parks who is helping scan our elevation certificates into our software. Shannon informed the Board we are at the end of our audit; she also commented that Nathan is being modest and thanked him for all the hard work they did on the stormwater drains. She will be coming to the Board for budget amendments for the stormwater cleanup and also for the waterfront docks as 3 more piers have been compromised and she thinks it was because of Hurricane Irene but was not detected until now.

SUBJECT: Presentation by Steve Jozik, IT Administrator on Town of Manteo updated website design. Steve showed the Board the new website design and the easier navigation. Steve went over some of the different departments, maps, calendars, a map showing all the public parking; all applications and forms on one page and different pictures on the pages.

SUBJECT: Presentation by Wooten Company on Capitol Improvement Plant (CIP) Representatives from the Wooten Company Gary Hartong , Will Larsen and Tom Trowbridge; we received a grant from the Rural Center for this study and the Wooten Company did a 3 component plan: space needs study; capital improvement plan and water and sewer study rate. Gary Hartong commented that they realize it is a lot of information and they will be giving the highlights. Tom Trowbridge talked about the space needs study the power point presentation will be made a part of these minutes. Mr. Hartong commented that this is a planning tool and is not perfect but helps provide a road map to use in building, repairing and sustaining the infrastructure. Will Larsen went over the Capital Improvement Plan and Gary Hartong went over the water and sewer rate study. To close out the project the Rural Center will require that the Town adopt these documents; it does not mean you have to do everything in the documents. This will be placed on the October 3rd agenda for discussion and consider taking action at the October 17 workshop meeting and Mr. Skinner will email the digital documents to the Board members.

SUBJECT: Commissioner Farrow-Discussion of allowing duplexes in B-1 district. A public hearing was held at the regular September 5, 2012 meeting and was not approved. Commissioner Farrow would like to revisit this issue. Town Attorney Wyatt Booth in an email advised the Board that to bring this back for discussion that any Board member who previously voted in the majority (Farrow, Burke, Fry or Peele) may make a "Motion to Reconsider" the B1 duplex issue. If the motion to reconsider passes by a majority, then the matter is reopened for further discussion and a new vote. Since the September 5, 2012 meeting was recessed and not a new meeting Mr. Booth advises there is no need to re-advertise or hold another public hearing. If the matter is to be discussed at a future meeting then we would have to go through the full zoning process. Commissioner Farrow would like to pass the text amendment but have an ordinance that in the future any duplexes in B1 be required to have parking. Commissioner Farrow wanted to talk about people that park on the street across from a driveway and the person trying to get out of the driveway can not get out and would like an ordinance to not allow parking directly across from a driveway.

MOTION: Commissioner Farrow seconded by Commissioner Collins to reconsider the B1 duplex text amendment was approved by the following vote: Ayes: Commissioners Farrow, Walker, Peele and Collins. Noes: None. Absent: Fry and Burke

MOTION: Commissioner Walker seconded by Commissioner Collins to approve the B1 duplex text amendment as presented was approved by the following vote: Ayes: Commissioners Farrow, Walker, Peele and Collins. Noes: None. Absent: Fry and Burke

Mayor Daniels has not had a discussion with the Board of Education yet and does not have a report. Commissioner Walker commented about how dangerous it is at Barlowe for those students that walk or ride bikes and that the line of cars to drop their children off is very long. Ms. Burke commented that we have talked with NCDOT and they will not put a crosswalk there until there is a sidewalk. Ms. Burke will look into it.

Commissioner/Staff concerns – comments.

There being no further business to come before the Board or other persons to be heard a motion by Commissioner Collins seconded by Commissioner Walker the meeting was adjourned at 6:15 pm until was approved by the following vote: Ayes: Commissioner Peele, Farrow, Walker, Collins. Noes: none. Absent: Fry and Burke

This the 19th day of September 2012

Jamie Daniels, Mayor

ATTEST:

Becky Breiholz, Town Clerk