MINUTES

The Town of Manteo Board of Commissioners held their Regular session in the Manteo Town Hall meeting room, July 1, 2009 at 7:30 p.m.

The following members were present: Mayor Jamie Daniels
Commissioner David Farrow
Commissioner Richie Burke
Commissioner Darrell Collins
Commissioner Christine Walker
Commissioner H. A. Creef

The following member(s) were absent: Commissioner Hannon Fry

Also present at the meeting were: Town Manager-Kermit Skinner
Attorney Wyatt Booth (sitting in for Town Attorney Daniel Khoury
Finance Officer Shannon Twiddy
Town Clerk Becky Breiholz
Planner Erin Trebisacci

Mayor Daniels called the Regular meeting to order at 7:30 pm with a moment of silence followed by the Pledge of Allegiance.

MOTION: Commissioner Burke seconded by Commissioner Farrow to excuse Commissioner Fry was approved by the following vote: Ayes: Commissioners Creef, Farrow, Walker, Burke and Collins. Noes: None. Absent: Fry

SUBJECT: Adoption of Agenda as presented or amended- Mayor Daniels would like to add under Planner’s agenda text amendment to the affordable housing ordinance; and under Mayor Agenda add exhibits for the Maritime Museum.

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

SUBJECT: Adoption of the items on the Consent Agenda

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

SUBJECT: Approval of minute’s regular meeting June 3, 2009 with CD recording.
MOTION: Commissioner Burke seconded by Commissioner Creef to approve the minutes as presented was approved by the following vote: Ayes: Commissioners Creef, Farrow, Walker, Burke and Collins. Noes: None. Absent: Fry

SUBJECT: Approval of minutes Recessed budget workshop June 11, 2009 with

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

SUBJECT: Approval of minute’s recessed and closed meeting June 17, 2009 with CD recording.

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

SUBJECT: Approval of Resolution to adopt the New Records Retention and Disposition schedule

MOTION: Commissioner Burke seconded by Commissioner Creef to approve New records retention and disposition schedule resolution was approved by the following vote: Ayes: Commissioners Creef, Farrow, Walker, Burke and Collins. Noes: None. Absent: Fry

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.

Preston Hansen-Hwy. 64 would like to ask the Board to place lights at the skateboard park; the ball lights cover 80% of the area and would like the Board to consider lighting the rest of the area to allow them to skate at night.

Jim Lang-610 Eleanor Dare Place-bought the home of Melvin Jackson-gave his background of how they arrived to the Outer Banks. Here tonight to make a suggestion about the history of Roanoke Island which involves George Washington Creef, Jr. and the boat Hattie Creef he built and suggested that the Board build the Hattie Creef and tell her story and allow for rides on the Hattie Creef.

Dave Penosky-Wescott Park Road-Shocked at finding the sign of Outer Banks Sail Academy under neath the Maritime Museum sign.

Lisa Penosky-Wescott Park Road-came to speak about the Outer Banks Sailing Academy using the Maritime Museum town building rent free; using the docks rent free and the donated boats
have been signed over to them and believes it is an unfair advantage. She questions the decisions made and do not think it is fair to businesses downtown.

PUBLIC HEARING

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

No comments

MOTION: Commissioner Farrow seconded by Commissioner Creef to close the public hearing was approved by the following vote: Ayes: Commissioners Farrow, Creef, Burke Walker, Collins. Noes: None. Absent: Fry

PLANNER’S AGENDA

SUBJECT: COA Boathouse COA is proposing a Boat House adjacent to the new Arts Building that is currently under construction. The Building will be approximately 900 square feet of unconditioned space. Its proposed location is slightly different from that on the Master Plan, as it now allows for a vehicle and boat to pass through the structure. On the Master Plan the boat would have had to of been backed into the garage. The P&Z recommend approval with the following conditions: 1) any additional lighting shall be 100 watt incandescent or color corrected compact florescent equivalent or less; 2) the windows need to have the proper sill and stool as shown in the sketches and photograph book; 3) the garage door should be made to appear as though it were a barn door with a “Z” on it.

MOTION: Commissioner Farrow seconded by Commissioner Creef to approve the sight plan with the lighting condition and make conditions 2 and 3 optional was approved by the following vote: Ayes: Commissioners Farrow, Walker, Creef, Collins, Burke. Noes: none. Absent: Fry

SUBJECT: Text amendment to affordable housing ordinance: this was added to the agenda and will amend the codified ordinance and the zoning ordinance and will need to go to the planning board and have a public hearing

MOTION: Commissioner Collins seconded by Commissioner Farrow to send this to the Planning Board for their recommendations was approved by the following vote: Ayes: Commissioners Farrow, Creef, Burke Walker, Collins. Noes: None. Absent: Fry.

TOWN MANAGER’S AGENDA

SUBJECT: Awarding of affordable housing unit= Following a 60 day advertising period, staff received five applications in this round of advertising. All applicants were sent certified
notice of the acceptance of their application and were notified if an initial review appeared to reflect any conflicts or lack of information. Only one applicant was requested to amend their application, as of the deadline June, 24 2009, staff did not receive the amended application. Therefore, the staff review was conducted on Monday, June 29, 2009, and only included review of four applications. Staff will notify the developers and we will begin the advertising again.

**SUBJECT:** Text amendment Section 34-5 Article I General-licensing of solid waste collectors-In an email received from Bobby Outten, Dare County Attorney, the Town and the other local municipalities approved a solid waste agreement earlier this year with Dare County and as part of that agreement we are required to adopt an ordinance requiring haulers in our respective entities to deliver their waste to Republic through Dare County transfer station. The proposed text amendment is intended to meet that requirement. Mr. Outten stated in his email that he is satisfied with ordinance and asks that each town adopt it before September 1, 2009. This will be the second reading of the proposed text amendment.

**MOTION:** Commissioner Burke seconded by Commissioner Creef to approve the text amendment was approved by the following vote: Ayes: Commissioners Farrow, Creef, Walker, Burke, Collins. Noes: None. Absent: Fry.

**FINANCE OFFICER’S AGENDA-**

**SUBJECT:** Cleaning contract bids received-We received 4 bids for the cleaning of Town Hall Downstairs, Town Hall upstairs, waterfront dock office and comfort station; water and sewer plant office building. They were RWP Services $14,600; Carolina Cleaning $18,980; John Espinoza $19,136; Clean Sweep $36,400. The current cleaning expense paid to After Hours Cleaning has been $16,568.75. Mrs. Twiddy commented that the current contract did not include cleaning supplies and the Town supplied those but the request asked that the cleaner provide the cleaning services. Mrs. Twiddy also commented that complaints had been received that the current cleaners were cleaning during business hours and staff recommends that it be stated no cleaning during regular business hours. Staff asked the Board to consider entering into a ninety (90) day trial period with which ever company is chosen; once the ninety days has passed the BOC will award a two year contract. The contract should contain the statement that the BOC reserves the right to cancel the contract for poor performance of cleaning services with a thirty day notice to the contractor; and should also state that James McClease the Public Works Director will be in charge of the supervising of the cleaning services and that all complaints, concerns and issues are to be forwarded to Mr. McCleese to be resolved.

**MOTION:** Commissioner Burke seconded by Commissioner Farrow to enter into a contract with low bidder with the conditions recommended to enter into a ninety (90) day trial period with which ever company is chosen; once the ninety days has passed the BOC will award a two year contract. The contract should contain the statement that the BOC reserves the right to cancel the contract for poor performance of cleaning services with a thirty day notice to the contractor; and should also state that James McClease the Public Works Director will be in
charge of the supervising of the cleaning services and that all complaints, concerns and issues are to be forwarded to Mr. McClease to be resolved with the contract date to starting August 1, was approved by the following vote: Ayes: Commissioners Farrow, Creef, Walker, Burke, Collins. Noes: None. Absent: Fry

OLD BUSINESS

Old business list was gone over-Cemetery software data input-the base map layer has been supplied by the vendor and needs to be coordinated with Ray Meekins who is working on the project. The Board would like a report on this at their mid-month July meeting. The new section of the cemetery recorded deed is not the same one as approved and Mrs. Trebisacci commented that she believes Ray Meekins is working on that and is to present another plat to the Board for their approval. Bathrooms at Magnolia Market are complete and came in at about $5000 under budget.

Commissioner Collins gave an update on Collins Park, there was a tour group of 40 students this past weekend that went over very well; Mr. Skinner commented that the banners have been ordered and shipped.

TOWN ATTORNEY’S AGENDA

MAYOR’S AGENDA

Mayor Daniels commented that the Board had previously discussed at a workshop to have some more history and exhibits at the Maritime Museum and Mayor Daniels would like to contact the director of the N.C. Maritime Museum in Hatteras Graveyard of the Atlantic to obtain some more exhibits. Mayor Daniels also commented about getting some more artifacts for the Lighthouse. Commissioner Farrow commented on the need for the history of the Merchant Marines. The Hattie Creef brought up earlier was discussed; Commissioner Farrow commented the last time he saw the Hattie Creef was in Salvo.

MOTION: Commissioner Creef seconded by Commissioner Walker to allow the Mayor to contact director of the N.C. Maritime Museum for exhibits at the Town’s Maritime Museum was approved by the following vote: Ayes: Commissioners Farrow, Walker, Creef, Collins, Burke. Noes: none. Absent: Fry

COMMISSIONERS AGENDA

Cemetery Report-Commissioner Walker commented that the Cemetery Board met on June 18th and the following are their recommendations:

Cemetery Board recommendation of grave locator-Staff had put out a request for proposals for a cemetery grave locator due to an instance a few months ago when another funeral home could
not locate a grave and staff has no knowledge of locating the graves; the Town has never had this problem because Twiford’s had located all the graves in the past. Twiford’s submitted a proposal as did Ray Meekins with Seaboard Surveying. The proposals will be made a part of these minutes. After discussion with the two proposed locators; it was agreed that they recommend to the BOC to accept proposal #1 from Twiford Funeral Homes-they would locate graves at no charge to the Town, other funeral provides or the general public if the Town of Manteo appointed Twiford’s to have exclusive right to open and close all graves in the cemetery. Twiford’s would charge other funeral homes or individuals the current opening/closing charges as stated on their General Price List at the time of need, if and when they had a grave that needed to be opened/close in the cemetery and no additional fee for locating the grave or graves and with Twiford’s recognizing that they are not surveyors and if a survey is requested by the family they will recommend Seaboard Survey.

MOTION: Commissioner Creef seconded by Commissioner Collins to accept the Cemetery Board’s recommendation of Twiford’s Proposal #1 recognizing they are not surveyors and if a survey is requested by the family they will recommend Seaboard Survey was approved by the following vote: Ayes: Commissioners Farrow, Creef, Burke Walker, Collins. Noes: None. Absent Fry

Designate Potters graves to the section in the Old Cemetery near the brick wall next to the Gates property. The Cemetery Board would like to recommend that the BOC designate the 20 grave sites by the brick wall at the Old Cemetery as a Potters field.

MOTION: Commissioner Farrow seconded by Commissioner Creef to designate the 20 grave sites by the brick wall at the Old Cemetery as a Potters Field was approved by the following vote: Ayes: Commissioners Farrow, Creef, Burke Walker, Collins. Noes: None. Absent: Fry.

MOTION: Commissioner Walker seconded by Commissioner Farrow to designate lots 1-16 in the new cemetery as single grave sites was approved by the following vote: Ayes: Commissioners Farrow, Creef, Burke Walker, Collins. Noes: None. Absent: Fry.

Recommend to the BOC to re-address appointments to the Cemetery Board having appointments staggered. Staff will re-write the ordinance and bring back to the BOC for their review.

Commissioner Farrow-would like the parking lot under condos to be cleaned up; also thinks it would be a good idea to have 3 hour parking under the condos; and a good idea that a few spaces be designated by the Dockmaster as parking spots for boaters with vehicles and when they needed a space he could issue them one. Commissioner Farrow would also like someone to inspect the sidewalks and make a list of those that needed repairing; and have this done periodically with the same person doing the inspection.
Commissioner Burke asked about the sign of the Outer Banks Sailing School placed on the Maritime Museum discussed earlier and Mr. Skinner commented that he would take care of it.

Mayor Daniels commented we have a tradition of not having an August meeting consensus of the Board was to cancel the August meeting.

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 recessed at 8:45 pm until Wednesday, July 15 at 4pm for a workshop was approved by the following vote: Ayes: Commissioner Farrow, Creef, , Walker, Burke, Collins. Noes: none Absent: Fry

This the 1st day of July 2009

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Jamie Daniels, Mayor

ATTEST:

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Becky Breiholz, Town Clerk