

## MINUTES

The Town of Manteo Board of Commissioners held their February 2, 2011 Recessed Session February 16, 2011 at 4:00 pm at the Manteo Town Hall meeting room.

The following members were present: Mayor Jamie Daniels  
Commissioner H.A. Creef, Jr. (late)  
Commissioner David Farrow (late)  
Commissioner Hannon Fry  
Commissioner Darrell Collins  
Commissioner Christine Walker  
Commissioner Richie Burke

The following member(s) were absent:

Also present at the meeting were: Town Manager, Kermit Skinner; Town Clerk Becky Breiholz; Department Heads Steve Jozik, Erin Trebisacci, Nathan Pharr, James McCleave, Carl Jordan, Chief Haskett.

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

Department Head Reports- were given to the Board at their regular meeting for review and will be on file for one year- Carl Jordan-dock-master went over his report and the repairs to the waterfront dock are coming along nicely. Steve Jozik went over his report and has been working on updating the website and issuing employee ID's. . James McCleave went over the Public Works report. Chief Haskett went over his report. Planner Erin Trebisacci went over her report and they have followed up on the NCDOT stormwater grant for the Bucks Seafood water and Garden Park. She handed out a map and commented about a grant that we have received from the Division of Water Resources to work on the three outfalls located in the town. Commissioner Farrow and Mrs. Trebisacci visited the Town's playground sites on February 14, 2011 and took pictures which were given to the Board. The pictures show areas that need repair or replacing. Staff is going to work with Public Works to get quotes for repair or replacement of components of the equipment and will seek assistance to replace or repair parts that cannot be repaired in house. Mayor Daniels presented Nathan Pharr, Water and Sewer Superintendent his 5 year plaque for service to the Town of Manteo. Mr. Pharr went over his report and that it is business as usual and there have been no violations at the Plant. Mayor Daniels also recognized Heather Janesik for her 5 years of service to the Manteo Police Department and presented the plaque to Chief Haskett.

Commissioner Creef and Farrow arrived at 4:25 pm.

**SUBJECT:** Discussion of Water and Sewer Rate Study- Mrs. Twiddy introduced Mike Hill, Marty Wilson and Vanessa Kelly with the NC Rural Water Association. The Water Association is a non profit association and they provide technical assistance to Towns throughout the state. N. C. Rural Water Association has completed their rate study for the Town. The purpose of the study was to determine appropriate rates and generate sufficient revenue and to make the Board aware of the depreciation costs. The report shows ways to generate revenue. Based on last years cost: Water operations 651,501; Sewer operations 851,584; debt service for water 0; debt service for sewer 269,461; depreciation water and sewer 274,461 which is also the amount that should be set aside each year; capital outlay W&S 120,067. The proposed rates are based on projected expenditures for 2011; revenues needed to meet expenditures and current # of accounts and gallons sold. Also the study showed that the Town currently has 66 different rate codes and they are proposing residential water and sewer; non residential water and sewer and inside and outside of town. Included in the study are a rate proposal spreadsheet and the need to generate \$2,207,301. Revenue from water sales needed is 746,280 and revenue for sewer sales is 1,461,021. One of the reasons for the rate increase is that the Town has not raised water rates for over 20 years. The Board has recently started raising the rates; also no funds were set aside for capital improvements to the plant which has placed the water and sewer enterprise on the list with the Local Government Commission who monitor enterprise funds. A power point presentation was given to the Board of Commissioners and a copy of the report will be made a part of these minutes. Mrs. Twiddy commented the Board wanted this study done and that this is a proposal to help the Town meet minimal requirements; this will be a Board decision and this can be done during the budget process. She suggests that the Board have a workshop and to allow enough time for public releases to inform the public about the proposal.

Commissioner Fry and Collins left the meeting at 4:50 pm.

**SUBJECT:** Report Roanoke Island Commission Meeting-Mayor Daniels and Town Manager Kermit Skinner attended the Roanoke Island Commission meeting last week and reported: The programs for next year are pretty much the same; the sailing program is still scheduled; Captain Frank is still in the boathouse and the way the sailing program has been set up he will be there until August.

Commissioner Concerns:

Commissioner Farrow asked about the boat that the NPS was going to donate and the shed that is supposed to be built at Collins Park to house it. He was informed that the Town received a grant from the Tourist Bureau and that someone was going to donate the other half. Commissioner Farrow does not want it placed at Cartwright Park but would like it displayed at Festival Park for the enjoyment of all not just a few and does not think the Town should pay for it.

**MOTION:** Commissioner Burke seconded by Commissioner Farrow to adjourn at 5:30pm was approved by the following vote: Ayes: Commissioners Fry, Walker, Collins, Farrow, Burke and Creef Noes: Absent: Fry and Collins.

This the 16<sup>th</sup> day of February 2011

ATTEST:

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Mayor Jamie Daniels

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Town Clerk Becky Breiholz