

TOWN OF SOUTH BETHANY TOWN COUNCIL BUDGET WORKSHOP MEETING MINUTES MARCH 28, 2013
--

MEETING CALLED TO ORDER

Mayor Pro-Tem Callaway called the March 28, 2013, Town Council Budget Workshop Meeting to order at 5:00 p.m.

ATTENDANCE

PRESENT: Mayor Pro-Tem Sue Callaway; Councilpersons Al Rae, Pat Voveris, and George Junkin; Finance Director Renee McDorman; and Code Enforcement Constable Pete Brockstedt

EXCUSED ABSENCE: Mayor Kathy Jankowski (out of state) and Councilman Jim Gross (out of state)

UNEXCUSED ABSENCE: Councilman Mark Damato (Absent due to a personal emergency.)

PUBLIC COMMENT PERIOD

There were no comments from the public.

DISCUSSION OF ORDINANCE 169-13 TO REVISE CHAPTER 114, SOLID WASTE

Charter and Code Committee Chairman John Fields led the discussion on Ordinance 169-13. Mr. Fields stated that this ordinance had not yet been reviewed by the Town Solicitor and that Council had agreed it would be sent to the Town Solicitor after this Workshop Meeting. Mr. Fields asked that it be conveyed to the Town Solicitor that he not rewrite the ordinance but review the ordinance for the legality of it.

Page 2: In the definition of Recyclable Materials delete the phrase "from time to time".

Page 8: **§ 114-87A** – Delete "garbage and rubbish" and replace with "solid waste".

§ 114-87B - Penalties. Any person violating the provisions of this article shall be subject to a penalty of not less than fifty dollars (\$50), nor more than two hundred dollars (\$200), plus court costs, if applicable. Each week of continued violation shall be considered as a separate violation. Change to: **Penalties. Any person violating the provisions of this article shall be subject to a penalty of fifty dollars (\$50), plus court costs, if applicable. Each week of continued violation shall be considered as a separate violation.**

§ 114-87C – change "10 business days" to "10 calendar days".

§ 114-87D – change "15 days" to "10 calendar days".

§ 114-87E – change "10 days" to "10 business days". Change "30 days" to "30 business days".

During discussion, the Code Enforcement Constable stated that this ordinance will be difficult to enforce. The Code Enforcement Constable believes that for this summer there needs to be more of an education process than an enforcement process. However, the Code Enforcement Constable acknowledged that once this ordinance is adopted then it is no longer an education process and the transition period will be difficult. During discussion there were no objections from Council that for the first year there would be reasonable leniency for the enforcement of the ordinance.

Mr. Fields suggested that with the tax bill this year every homeowner should be notified of the new regulations which will take care of 90% of the enforcement. During discussion it was also suggested to put a notice in the ZEPHYR and in a News Update. Mr. Cestone suggested sending the "Trash Talk" flyer with a cover letter to the rental realtors.

REVIEW OF COMMUNITY FLYER ON REVISED TRASH ORDINANCE

Council reviewed the draft "Trash Talk" flyer that Mayor Pro-Tem Callaway presented. Mayor Pro-Tem Callaway noted Council's suggestions and will make modifications to the flyer.

The Finance Director said the flyer needs to be printed and ready by April 28 in order to be mailed with the tax bill.

ADOPTION OF MINUTES

- **Town Council Budget Workshop Meeting Minutes, February 28, 2013**

A motion was made by Councilwoman Voveris, seconded by Councilman Junkin, to accept the February 28, 2013, Town Council Budget Workshop Meeting Minutes as amended as follows:

Page 2, Second Bullet from the bottom of the page: Change "The data shows that we are currently coming out of an ice age and sea level is approaching what **is** was about 120,000 years ago during the last full interglacial time, the time between two different ice ages" to read "The data shows that we are currently coming out of an ice age and sea level is approaching what **it** was about 120,000 years ago during the last full interglacial time, the time between two different ice ages."

Page 3, Second bullet from the top of the page: Change "Our previous 100 years has seen a **large** rise than the global average" to read "Our previous 100 years has seen a **larger** rise than the global average."

The motion was unanimously carried.

- **Town Council Executive Session Minutes, February 28, 2013**

A motion was made by Councilman Junkin, seconded by Councilman Rae, to accept the February 28, 2013, Town Council Executive Session Minutes. The motion was unanimously carried.

DISCUSSION OF ORDINANCE 170-13 TO REVISE CHAPTER 20, PLANNING COMMISSION

Council agreed with the Town Solicitor's changes and asked that the Administrative Assistant include his comments in the ordinance for the Third Reading at the April 12, 2013, Town Council Regular Meeting.

FY2014 DRAFT BUDGET REVIEW

During discussion, Council agreed to the following:

- Include a calendar or a timeline in the Budget Overview.
- On the Reserve Account Budget Recommendation page change "Balance" to "Projected Balance" in the 4/30/2013 column and the 4/30/2014 column.
- Delete the last sentence on page 14.

Councilwoman Voveris noted that the FY2014 Budget will be up for adoption at the April 12, 2013, Town Council Regular Meeting.

SEEK COUNCIL SUPPORT FOR A PERSONNEL POLICY MANUAL UPDATE BY THE TOWN'S INSURANCE COMPANY

Councilwoman Voveris stated that the current Personnel Policy Manual that she was given at the time of the audit shows that the manual was approved by Town Council in 2001 and the last revision was in 2008. There has not been a professional update since 2008. Councilwoman Voveris stated that she is bringing this forward because there are things in the Personnel Policy

Manual that are either lacking or need to be reviewed. Councilwoman Voveris said she is not saying how the update should be done, but she is asking that the Council consider that the update be done and to task the Town Manager with getting it up to date. The Town Manager can choose to use the Town's insurance company or not.

Motion: A motion was made by Councilman Junkin, seconded by Councilman Rae, that the Council task the Town Manager to get the Personnel Policy Manual updated for Council's review and approval.

Discussion: Councilman Junkin said it would be nice to have the update for the audit, but he does not want to make that a requirement. Council agreed. Council acknowledged that it might be after the summer before the update is completed. Council would like the Town Manager to give them feedback on the approach he will take, the costs, and the estimated timeline for the update.

Amended Motion: Councilman Junkin amended his motion as follows: That the Town Council tasks the Town Manager to get the Personnel Policy Manual updated and come back to Council with a plan on how he intends to do it. Mayor Pro-Tem Callaway added, "A plan and a timeline." Councilwoman Voveris seconded the motion. The motion was unanimously carried.

PUBLIC COMMENT PERIOD

There were no comments from the public.

At 6:40 p.m. a motion was made by Councilman Junkin, seconded by Mayor Pro-Tem Callaway, that Council go into Executive Session for the purpose of discussing item IX on the Workshop Agenda, Discussion of Individual Citizens' Qualifications to Hold or Retain a Council Seat. The motion was unanimously carried.

EXECUTIVE SESSION – DISCUSSION OF INDIVIDUAL CITIZENS' QUALIFICATIONS TO HOLD OR RETAIN COUNCIL SEAT

Council went into Executive Session to discuss an individual citizen's qualifications to hold or retain a Council seat.

RECONVENE WORKSHOP MEETING

At 6:46 p.m. a motion was made by Councilman Junkin, seconded by Councilwoman Voveris, that Council reconvene the Workshop Meeting. The motion was unanimously carried.

DISCUSSION OF RULES OF PROCEDURE AND PROTOCOL GOVERNING ABSENCES FROM AND REMOTE ACCESS TO TOWN COUNCIL MEETINGS

Council agreed to postpone this discussion until the June 1, 2013, Town Council Organizational Meeting.

ADMINISTRATIVE MATTERS – CONSIDERATION AND POSSIBLE VOTE REGARDING INDIVIDUAL CITIZEN'S QUALIFICATIONS TO HOLD OR RETAIN COUNCIL SEAT

A motion was made by Mayor Pro-Tem Callaway, seconded by Councilman Junkin, to accept the discussed absences and the Council will not take any further action. The motion was unanimously carried.

ADJOURNMENT

The March 28, 2013, Town Council Workshop Meeting adjourned at 7:30 p.m.