

**TOWN OF SOUTH BETHANY
TOWN COUNCIL ORGANIZATIONAL MEETING MINUTES
JUNE 4, 2011**

ATTENDANCE

PRESENT: Mayor Jay Headman; Councilpersons John Fields, Al Rae (took his seat after Agenda Item 4), Pat Voveris, Sue Callaway, George Junkin, and Jim Gross; and Administrative Assistant Pam Smith

CALL TO ORDER

Mayor Headman called the June 4, 2011, Town Council Organizational Meeting to order at 10:00 a.m., followed by the Pledge of Allegiance to the Flag.

SWEARING IN NEW COUNCILPERSONS

Mayor Headman swore in re-elected incumbent Jim Gross and new Council Member Pat Voveris.

FILL VACANT COUNCIL SEAT

Mayor Headman recommended Al Rae to fill the vacant council seat. Mayor Headman stated that Mr. Rae is currently a member of the Board of Adjustment and is a Past President of the South Bethany Property Owners Association (SBPOA).

A motion was made by Councilman Fields, seconded by Councilman Junkin, that the Council appoint Al Rae to fill the current vacant Council seat for one year. The motion was unanimously carried.

SWEARING IN NEW COUNCIL MEMBER

Mayor Headman swore in new Council Member Al Rae.

APPOINTMENT OF MAYOR PRO-TEM, SECRETARY, AND TREASURER

Mayor Headman appointed Councilman Fields to serve as Mayor Pro-Tem, Councilman Junkin to serve as Secretary, and Councilwoman Voveris to serve as Treasurer. A motion was made by Councilman Gross, seconded by Councilman Junkin, to accept the recommendations. The motion was unanimously carried.

ADOPTION OF RULES AND PROCEDURES

Mayor Headman thanked Councilman Fields for updating the Rules of Procedures. A motion was made by Councilman Fields, seconded by Councilman Junkin, to approve the updated Rules of Procedures (attached). After a discussion, the motion was unanimously carried.

COMMITTEE ASSIGNMENTS

Mayor Headman made the following appointments:

Assawoman Canal and Assawoman Canal Trail

Councilman Rae

(Mayor Headman stated that this will not be a regular agenda item, but if there is something to report it will be added to the agenda. Mayor Headman also noted that if property owners have concerns about the Assawoman Canal, e.g., it is not deep enough, they should contact DNREC. Councilman Rae will also look at the "No Wake" signs.)

☐ **Beautification**

Councilwoman Callaway

☐ **Budget and Finance Committee**

Councilwoman Voveris (Councilman Fields will serve as second liaison).

☐ **Canal Water Quality Committee**

Councilman Junkin

☐ **Charter Changes**

Councilman Fields

☐ **Planning Commission**

Councilman Gross

(Councilman Gross asked why there was not a liaison for the Board of Adjustment. Mayor Headman reviewed what was in the Town Code regarding the Board of Adjustment. After a discussion, Mayor Headman stated Council would discuss this at a future Workshop meeting.)

REVIEW 2011-2012 MEETING SCHEDULE

Councilwoman Callaway suggested having an occasional Saturday morning Council meeting to attract more seasonal and weekend property owners. Councilwoman Callaway suggested changing the November Town Council Regular Meeting to Saturday, November 12, 2011, at 10 a.m. She noted that this is a holiday weekend (Veterans Day) and more people tend to come to South Bethany for the holiday. After a discussion, all Council Members agreed to the change. Mayor Headman stated that after the November 12 meeting Council will discuss if they want to change another meeting to a Saturday (depending on the turnout).

After a discussion, all Council Members agreed to change the time of the Town Council Workshop Meetings to 5 p.m.

REVIEW ORGANIZATIONAL LIST

Council reviewed the Organizational List. Council requested that the Town's address and phone number be placed at the top of the page. Council also requested that the Town Hall extensions be deleted for those Council Members who do not use a Town Hall extension.

ADJOURNMENT

A motion was made by Councilman Fields, seconded by Councilman Gross, to adjourn the June 4, 2011, Town Council Organizational Meeting at 10:52 a.m.

PHS:Organizational Meeting Minutes.6.4.11

Attachments Town of South Bethany Rules of Procedure
 Town of South Bethany Policy Protocol Governing Absences From Town Council Meetings