

**TOWN OF SOUTH BETHANY  
TOWN COUNCIL WORKSHOP MEETING MINUTES  
JULY 23, 2015**

**MEETING CALLED TO ORDER**

Mayor Voveris called the July 23, 2015, Town Council Workshop Meeting to order at 2:05 p.m.

**ATTENDANCE**

PRESENT: Council Members Sue Callaway, Tim Saxton (left the meeting at 2:25 p.m.), Wayne Schrader, Frank Weisgerber, and Mayor Pat Voveris; Town Manager Melvin Cusick; Code Enforcement Constable Joe Hinks; and Chief Troy Crowson

PRESENT BY REMOTE ACCESS: Councilwoman Carol Stevenson

EXCUSED ABSENCE: Councilman George Junkin

**PRESENTATION OF CERTIFICATE TO AL ALLENSPACH IN RECOGNITION AND APPRECIATION OF HIS SERVICE ON THE BOARD OF ADJUSTMENT**

On behalf of the Town Council, Mayor Voveris presented a Certificate of Recognition to Al Allenspach. The certificate was in recognition and appreciation of the contribution Al Allenspach has made to South Bethany in his service on the Board of Adjustment from 2004 to 2015 and as Chair from 2010 to 2014. The certificate was signed by all of the members of the Town Council.

Dr. Allenspach thanked Council for this special event and the recognition award. Dr. Allenspach said he has enjoyed working with the various members of the Board of Adjustment (BOA) over the years. One of the things that he feels best about is the professionalism of all the people he has served with on the BOA. Dr. Allenspach said one of the things the BOA always tried to do was to be objective and try and keep South Bethany the lovely little community it is.

**PUBLIC COMMENT PERIOD**

Bob Cestone (140 New Castle Drive) – Spoke in support of appointing a committee to research and study boat lifts and floating docks to make recommendation to Council on parameters to consider for South Bethany.

Dick Oliver (410 Victoria Rd.) – Spoke in support of appointing a committee to research and study boat lifts and floating docks to make recommendation to Council on parameters to consider for South Bethany.

Joe Conway (160 Henlopen Dr.) – Spoke in support of appointing a committee to research and study boat lifts and floating docks to make recommendation to Council on parameters to consider for South Bethany.

Jim Gross (1 S. 3<sup>rd</sup> St.) – Commented regarding Part 2 (Future Town Needs) of the draft town survey: 1) Mr. Gross said he believes in January the Town Council voted to delete questions 7 and 8. 2) Regarding question 3 (Should the Town take steps to improve street lighting at street intersections and in extremely dark areas), Mr. Gross believes this is two questions and he asked what an extremely dark area is. 3) Regarding question 5 (Are you willing for taxes to be increased if required to implement any of the issues above), Mr. Gross believes the property owner should indicate which ones they are willing to increase taxes for.

Dick Oliver (410 Victoria Rd.) – Requested that a question about boat lifts be included in the town survey.

Jack Whitney (105 Boone Rd.) – Asked if the draft survey has been published so the public could see it. Mayor Voveris said no and added that the draft town survey is still a working document. Mr. Gross said he thinks it would be useful to get public comment on the draft town survey.

Mayor Voveris said the survey will be discussed at another workshop, but Council is coming to a point where the survey has to get out. Later in the meeting Council agreed that they should not be soliciting property owners to look at the draft survey because it is difficult enough for Council to agree on the questions without receiving input from all of the South Bethany property owners. A Council Member stated that Council did not need a survey on the draft survey.

### **ADOPTION OF MINUTES – JUNE 25, 2015, TOWN COUNCIL WORKSHOP MEETING**

A motion was made by Councilman Saxton, seconded by Councilman Weisgerber, to accept the June 25, 2015, Town Council Workshop Meeting Minutes. The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilpersons Stevenson, Weisgerber, Callaway, Saxton, and Schrader

AGAINST THE MOTION: None

The motion was unanimously carried.

### **DISCUSSION AND POSSIBLE VOTE TO AWARD BID NO. 15-02, FLOOD MITIGATION PROJECT**

The Town Manager gave background information on flood mitigation projects and Bid No. 15-02:

- The projects are usually older homes that were built below the BFE or built before the Town had a code.
- The home has had prior flooding.
- The homeowner applies through the Town of South Bethany to FEMA and DEMA for assistance in raising the house.
- The Town of South Bethany has done several flood mitigation projects in the past. This is the first one since 2008.
- The Town has been working on this for 2 ½ years due to changes in FEMA's guidelines.
- The Town does not put any money toward the project. The Town does the administration of the project and the Town gets reimbursed through the grant for staff time. The Town also gets reimbursed for the Town Attorney's fees regarding the project.
- The only bid received on Bid No. 15-02 was from East Coast Structural Movers, Inc., from Harbeson, Delaware for \$48,850.00.

**Motion:** After discussion, a motion was made by Councilman Saxton, seconded by Councilman Weisgerber, to award Bid No. 15-02, Flood Mitigation Project, to East Coast Structural Movers, Inc., for the Total Lump Sum Price – Base Bid of \$48,850.00 pending the Town Attorney's approval of the contract.

**Vote:** The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilpersons Weisgerber, Callaway, Saxton, and Schrader

AGAINST THE MOTION: None

ABSTAINED: Councilwoman Stevenson

The motion was adopted.

**DISCUSSION AND POSSIBLE VOTE TO CONDUCT A PUBLIC SEMINAR FOR SOUTH BETHANY TITLED "FLOOD RISK EVALUATOR"**

At this time (2:25 p.m.), Councilman Saxton excused himself due to a business matter that needed his attention.

The Code Enforcement Constable, Joe Hinks, explained that he had requested (from the two primary companies that FEMA recognizes) display samples of flood vents to use to educate property owners as to what flood vents do and why they are important. One of the companies, Smart Vent Products, Inc., made him aware of community seminars that a division of their company, Flood Risk Evaluator (F.R.E.<sup>TM</sup>) will provide at no charge. The seminar is a non-proprietary seminar to educate the public on FEMA Technical Bulletin 1 regarding flood vents. According to the company's information, the seminar qualifies as a community outreach under the Community Rating System (CRS) program for which the Town could receive CRS credits. The Code Enforcement Constable stated that he does not know if the Town would receive CRS credits for the seminar or how many credits the Town would receive – that would be determined by the CRS evaluator during the Town's CRS recertification process. (Later in the meeting the Town Manager reiterated this point.) The number of credits earned could depend on if the entire town was notified of the seminar and how many property owners attend the seminar. The Code Enforcement Constable said it is important to try and get additional CRS credits because under the new CRS manual it is almost a certainty that the Town will lose some CRS credits because some things the Town has gotten credit for in the past will no longer be eligible for credit.

The Code Enforcement Constable said the seminar will consist of a presentation where F.R.E.<sup>TM</sup> will discuss FEMA Technical Bulletin 1 and educate property owners on what a flood vent is. After breaking from the presentation, F.R.E.<sup>TM</sup> will work with the property owners one on one to find out how much they could save by having flood vents or other corrective measures on their property. In reply to concerns from Council Members that the company may be trying to sell their product, Smart Vents, the Code Enforcement Constable has been told by the company that they do not sell Smart Vents at the seminar, they do not send out junk email to attendees, and they do not retain attendees' information for future sales calls.

Councilman Schrader said he thinks if the Town does this the property owners need to know that the company that is doing the seminar is connected with the company that sells Smart Vents.

The Town Manager noted that the seminar could be scheduled in conjunction with the Town's annual CRS community wide mailing in order to notify all property owners of the seminar through the CRS community wide mailing.

Public Comment: Jack Whitney (105 Boone Rd.) – Suggested combining this seminar with an upcoming Sea Level Rise (SLR) and Storm Surge (SS) Committee presentation to communicate with property owners what the committee has learned from the current SLR grant. Mr. Whitney said the committee is targeting early October for the public meeting.

Mayor Voveris said for now Council needs to make a decision on whether to have the seminar or not. The Town Manager agreed and said the Town is not asking for a date yet.

**Motion:** A motion was made by Councilman Weisgerber, seconded by Councilwoman Stevenson, to conduct a public seminar for South Bethany titled "Flood Risk Evaluator" and work out the timing and scheduling of it at a future point.

**Discussion:** Councilman Schrader asked about the expense of mailing a notification to all property owners. Mayor Voveris stated that the Town Manager talked about mailing the notification with a mailing that the Town already does (the annual CRS community wide mailing), in which case there would be no additional cost. The Town Manager stated that if a separate mailing has to be done there is a cost associated with that.

A discussion ensued on whether Council would approve the seminar if Council knew the Town would not receive CRS credits for the seminar. The Town Manager said the only reason he agreed to put this item on a Council agenda is because it is very hard for a small community like South Bethany to get CRS points. He added that a lot of the Town's CRS points are in the outreach program. The Town Manager said when the CRS program goes to the new manual the Town may lose a few points and it would be helpful to have some points lined up.

**Vote:** The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilpersons Stevenson, Weisgerber, Callaway, and Schrader

AGAINST THE MOTION: None

The motion was unanimously carried.

### **REVIEW OF THE LAW ENFORCEMENT LIQUIDATION PROGRAM AND THE FREE ACQUISITION OF A 1997 15 FOOT TRAILERED BOSTON WHALER**

Chief Crowson said the South Bethany Police Department has been looking into getting into the Law Enforcement Support Office (LESO) 1033 Program and has signed up for the program. Chief Crowson gave the following information on the program in a PowerPoint Presentation:

## Law Enforcement Support Office (LESO)

facilitates a law enforcement support program, which originated from the [National Defense Authorization Act of Fiscal Year 1997 \(FY 97\)](#). This law allows transfer of excess Department of Defense property that might otherwise be destroyed to law enforcement agencies across the United States and its territories.

No equipment is purchased for distribution. All items were excess which had been turned in by military units or had been held as part of reserve stocks until no longer needed.

Since its inception, the program has transferred more than \$5.4 billion worth of property. In 2014, \$980 million worth of property (based on initial acquisition cost) was transferred to law enforcement agencies.

Requisitions cover the gamut of items used by America's military -- clothing and office supplies, tools and rescue equipment, vehicles, rifles and others small arms. Of all the excess equipment provided through the program, only five percent are weapons and less than one percent are tactical vehicles.

More than 8,000 law enforcement agencies have enrolled in the program.

**When and why was the program created?**

*Answer:* In the National Defense Authorization Act for Fiscal Years 1990 and 1991, Congress authorized the transfer of excess DOD personal property to federal and state agencies for use in counter-drug activities. Congress later passed the National Defense Authorization Act for Fiscal Year 1997; this act allows all law enforcement agencies to acquire property for bona fide law enforcement purposes that assist in their arrest and apprehension mission. Preference is given to counter-drug and counter-terrorism requests.

**Who runs the program?**

*Answer:* The program came under the Defense Logistics Agency's jurisdiction in October 1995. The Law Enforcement Support Office (LESO), located at DLA Disposition Services Headquarters in Battle Creek, Michigan, oversees the program.

**What controls does the program have?**

*Answer:* For states to participate in the program, they must each set up a business relationship with DLA through a Memorandum of Agreement (MOA). Each participating state's governor is required to appoint a State Coordinator to ensure the program is used correctly by the participating law enforcement agencies. The State Coordinators are expected to maintain property accountability records and to investigate any alleged misuse of property, and in certain cases, to report violations of the Memorandum of Agreement to DLA. State Coordinators are aggressive in suspending law enforcement agencies who abuse the program.

Additionally, DLA has a compliance review program. The program's objective is to have the LESO staff visit each state coordinator and assist him or her in ensuring that property accountability records are properly maintained, minimizing the potential for fraud, waste and abuse.

**Who participates in the program?**

*Answer:* Over 8,000 federal and state law enforcement agencies from all 50 states and the U.S. territories participate in the program. A law enforcement agency is a government agency whose primary function is the enforcement of applicable federal, state and local laws and whose compensated law enforcement officers have the powers of arrest and apprehension.

**How does the program work?**

*Answer:* Once law enforcement agencies have been approved to participate in the 1033 Program by the State Coordinator and the Law Enforcement Support Office (LESO), the law enforcement agencies appoint officials to visit their local DLA Disposition Services Site. They will screen property and place requests for specific items by submitting requisitions on the Enterprise Business Portal RTDWeb page. The item must have a justification and be approved by both the State Coordinator and the LESO Staff. Law enforcement agencies that receive approval for property must cover all transportation and/or shipping costs.

**Who determines what material is available to law enforcement agencies?**

*Answer:* DLA has final authority to determine the type, quantity and location of excess military property that is made available for use by law enforcement activities.

**What are some ways in which law enforcement agencies use the equipment they acquire?**

*Answer:* Law enforcement agencies use the equipment in a variety of ways. For instance, four-wheel drive vehicles are used to interrupt drug harvesting, haul away marijuana, patrol streets and conduct surveillance. The 1033 Program also helps with the agencies' general equipment needs, such as file cabinets, copiers, and fax machines that they need but perhaps are unable to afford.

**What does "original acquisition value" mean?**

*Answer:* Original acquisition value refers to the amount the military services paid for the property.

## 15 Foot Boston Whaler



In the PowerPoint Presentation Chief Crowson showed pictures of the types of items that might be acquired through the program. The picture above is of a 15 foot Boston Whaler with 500 hours on the motor which the South Bethany Police Department recently tried to acquire but was unsuccessful – the boat was obtained by another agency. Chief Crowson said the items move quickly because there are 8,000 other agencies in the program.

Chief Crowson said years ago the Police Department was involved in a program called Project North Star. The problem with that program was the department could not liquidate the property after the department was done with the property. As it stands now under the LESO program, you can liquidate a lot of the property in a year's time if something is not useful or beneficial to the Town or the Police Department. The funds come back to the department and can be used to maintain whatever new property you have or maintain the property that you already have. Chief Crowson thinks the program can fund itself after its first year depending upon what is liquidated. Chief Crowson stated there are certain items in the program you are not able to liquidate and LESO lets you know what has to be returned. LESO audits to make sure the property is here and being used in accordance to their guidelines.

Chief Crowson explained that when an agency requests an item through this program the agency can refuse the item if the agency feels the picture on the internet of the item misrepresented the item.

Chief Crowson stated that Selbyville, Delmar, Georgetown, Bethany Beach, and Dewey Beach are already using this program. Chief Crowson's PowerPoint Presentation included pictures of items that have been acquired by some of these towns. One picture was of a vehicle the Town of Selbyville used during Hurricane Sandy to evacuate nurses out of the Brandywine Assisted Living Facility. Chief Crowson said a Hummer would have been beneficial to the South Bethany Police Department during Hurricane Sandy to assist in evacuating residents during the flood.

Chief Crowson explained that the items are on military bases all over the country. If an agency is approved for an item, the agency has to go to wherever the item is within 14 days to look at the item and either get the item or refuse the item. Initially there could be costs in transporting the item back to the agency. Chief Crowson said it is a matter of finding the right equipment in the right condition.

Referring to the Town of South Bethany's Purchasing Policy, Mayor Voveris stated that since the items are free this currently works under the premise of having purchasing power of up to \$10,000. Mayor Voveris said it should be a "no brainer" as far as the department's ability to respond quickly because obviously if "you snooze you lose". Chief Crowson said that if they acquire something that becomes too costly to fix the department can obtain something new from the program and liquidate the other item after a year.

Mayor Voveris asked for questions from the public.

Diann Nazarian (20 Peterson Dr.) – Inquired if you get on a waiting list for a particular item. Chief Crowson said no it is "first come, first served".

Elizabeth Baker (309 W. 7<sup>th</sup> St.) – Inquired who decides what the Town needs. Mayor Voveris said in terms of this particular program she thinks it makes sense to entrust the people Council has put in the positions of Town Manager and Police Chief. Mayor Voveris said she does not think the decision will be done irresponsibly. Mayor Voveris said it is free but there is always a cost attached to free in some manner. Mayor Voveris said she believes it is the kind of thing they would inform Council that this is happening – that they are going to request something. Chief Crowson said the item would have to relate to public safety. Chief Crowson said he thinks evacuation is important and the ability to reach people in low lying areas – Chief Crowson said this has come up several times. Mayor Voveris added that being a boating community, a boat would have been a perfect item to acquire. She said the Town sometimes has to hire boats or ask people to use their boats to look at bulkheads or if there is a deer in the canal.

Joe Conway (160 Henlopen Dr.) – Stated that when you acquire a large mechanical asset like a Humvee or a truck, we can't forget the fact that there is periodic maintenance that has to be conducted on those items. Mr. Conway said the Marines and the Army have preventative maintenance schedules and they know how much it costs per year to keep a vehicle in ready condition so that it is reliable to serve its purpose for public safety. Even though you may get something for free, you have to be ready to budget for that annual maintenance to maintain its reliability. Chief Crowson said his hope is that this program with the liquidation account will cover those maintenance costs after the initial startup.

#### **DISCUSSION AND POSSIBLE VOTE ON DRAFT TOWN SURVEY QUESTIONS REVIEWED AND AMENDED BY COUNCIL IN JANUARY 2015**

Mayor Voveris stated that she plans to bring this topic up again at the August 27, 2015, Town Council Workshop Meeting.

During this discussion there were comments by Council, property owners in attendance, as well as comments previously received from property owners.

Council agreed to the following changes to the draft survey:

**Part 1. Current Town Services:** In the directions include that if you circle Number 2 (Dissatisfied) or number 1 (Very Dissatisfied) to please add a comment on the last page of the survey.

**Part 1. Current Town Services:** Under "Town Governance" Council agreed to change Number 2, "Governance Processes", to "Does the Town Government adequately serve your interests?" Also, Mayor Voveris suggested changing the heading "Town Governance".

**Part 2. Future Town Needs** Question Number 3 – Should the Town take steps to improve street lighting at street intersections and in extremely dark areas? Rework this question. Possibly make the question on lights a multi-part question which includes choices for solar lights, electric

lights, etc. Possibly ask where the property owner would like to see lighting, and have the property owner answer the question on the back in the comment section.

**Part 2. Future Town Needs** Question Number 4 – Would you support a phased plan to add handicap beach access ramps? (Estimated cost is over \$70,000 per each). Rework this question. Possibly make it a multi-part question where the property owner can circle choices such as hand rails, Mobi-Mats, and other examples.

**Part 2. Future Town Needs** Question Number 6: Move this question to the front page of the survey under "Please Tell Us About This Property". Also, Councilwoman Callaway commented that (as a current Full-time Resident who plans to be a Full-time Resident in the next five years) she was not sure how she would answer this question. She suggested "stay the same" or "none of the above".

**Part 2. Future Town Needs** – Delete the following questions:

- Number 7 – Should the Town adopt mandatory building codes which exceed State, County, and FEMA requirement for flood and storm protection?
- Number 8 – Should Building Codes be modified to allow property owners the option to provide: a) Additional freeboard (above the minimum floodplain elevation) to allow for additional protection from storm surge and flooding? b) Maximum building height to be increased without penalty?

**Boat Lifts:** The consensus was not to have a question on the survey regarding boat lifts because a committee is being appointed to research this issue.

**Burying the Power Lines on Ocean Drive:** There was discussion not to have a question on the survey regarding burying the power lines (electrical, phone, and cable) on Ocean Drive. There was discussion to do research and a separate study on this issue. A property owner commented that there is nothing wrong with asking a question on the survey such as "Should the Town investigate ways to reduce the overhead wires on Ocean Drive."

Add a question to the survey asking if the property owner would support a time change to Town Council Meetings. Give property owners several options to choose such as 10 to noon, 2 to 4, 4 to 6, or keep as is (7 to 9). Ask the property owner to select one.

Add a question such as "Has the Town improved since the last survey?" Give the property owners areas that they could circle such as signage, cleanliness, etc.

Council supported Mayor Voveris meeting with Coastal Cat Printing in Ocean View to get clarity on the true cost of that company doing the survey from start to finish. Mayor Voveris will report back at the August 27, 2015, Town Council Workshop Meeting.

Mayor Voveris will rework the survey and bring it back to Council at the August 27, 2015, Town Council Workshop Meeting.

### **DISCUSSION AND POSSIBLE VOTE ON REFERRING THE PROPOSED BUILDING EXPANSION OF THE TOWN HALL & POLICE STATION TO THE BUDGET AND FINANCE COMMITTEE**

The Town Manager gave the following background information: The reason the Town had plans drawn up is there is a need to expand both buildings and the Town was able to get the plans drawn up for free using Sussex County grant money that the County doled out to the towns on a one time basis. The County gave \$10,000 to each town that had a police department and they

gave \$10,000 to each municipality to use for infrastructure needs. Drawing up plans for an expansion is infrastructure needs.

The Town Manager gave the following reasons for the need of the expansion to Town Hall: 1) Council can use the conference room for Executive Sessions and the audience could remain seated in the Council Meeting Room rather than going out into the hallway while Council has their Executive Session, 2) The Town Auditor can use the conference room during the two weeks each year that the auditor is in Town Hall rather than having to work in the Council Meeting Room at the same time committees are meeting in the room, and 3) Extra office space and storage space is needed.

The Town Manager said he believes at a previous workshop it was decided to have the plans drawn up and then send the plans with the estimate to the Budget and Finance Committee and see how to proceed (for example, put so much money away a year and look at a long range plan for funding the expansion).

Chief Crowson said the Police Department's original goal was to get a shower put in the Police Department building. With the ADA compliance, the building as it is now cannot accommodate a shower. The Police Department currently has several rooms that are multifunctional. One room serves as a locker room, kitchen, and armory – currently the staff is eating in the conference room (you don't generally eat where guns are cleaned) and changing in the bathroom rather than the locker room. The new plans have the kitchen in its own separate entity and the locker room with a shower in its own separate entity. Also, currently the evidence room and the processing room are tied together – it is not a good practice to bring defendants into the room where evidence is stored.

Mayor Voveris asked if the architect looked at melding the Police Department and Town Hall buildings together. The Town Manager said he did look at that but it was not conducive because the architect thought it would be a problem regarding the existing foundations. The Town Manager noted that when the Police Department was built there were water table problems and the footers had to be reengineered to support the building.

Mayor Voveris asked if the new plans are for the most that can be built on the property or for the most efficient use for keeping the budget down – was the approach for improving or maximizing. The Town Manager's opinion is that with these additions the Town would have probably maximized the use of the land.

Mayor Voveris asked what the construction cost is for the expansion of Town Hall and the Police Department. The Town Manager said the Town Hall construction cost is \$197,200 and the Police Department cost is \$199,100. The Town Manager said the constructions costs are almost identical because the square footage of the expansion for both buildings turned out to be almost the same.

Mayor Voveris stated that when the buildings were built the Town had one committee and now the Town has six committees. Mayor Voveris said now the Town Council Meeting Room is always busy, and during the last month she had to take four meetings at the Police Department. Mayor Voveris said she does not see the volunteers, the committees, or the work of the staff getting any less.

Chief Crowson added that the Police Department has a bequest that is over \$50,000 and there is a possible grant opportunity for another \$25,000 that could be put towards the Police Department expansion.

Mayor Voveris asked the Town Manager if the Town could go after any grants for the Town Hall expansion. The Town Manager said the Town did not have any success in obtaining grants when Town Hall was built.

Councilwoman Callaway asked if the plans include expanding the existing Town Council Meeting Room. The Town Manager said no. The Town Manager noted that the plans to expand Town Hall provide for an addition to the existing kitchen, an additional Men's Room and an additional Women's Room, a storage/office room, an office room, and a conference room. The addition would come off the back doorway and extend out to the end of the Town Council Meeting Room. The Town Manager said the Town was looking for work space. The Town Manager also noted that currently when the larger meetings are being held there is a capacity problem with the bathrooms.

After public comment, Mayor Voveris said for now Council should proceed with sending this to the Budget and Finance Committee to have them look at options and see what they say. Mayor Voveris said the Budget and Finance Committee may come back to Council and say the Town can't afford this. Mayor Voveris said she is sure this issue will be revisited many times – this is a big endeavor.

Councilwoman Callaway said she thinks this is a perfect example of what the Budget and Finance Committee should do - send it to them and have them give Council all of the options of how the Town could pay for the expansion if Council chose to do it.

A motion was made by Councilwoman Callaway, seconded by Councilman Weisgerber, that Council send the budgeting for the proposed building expansion of the Town Hall and Police Station to the Budget and Finance Committee.

**Vote:** The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilpersons Stevenson, Weisgerber, Callaway, and Schrader

AGAINST THE MOTION: None

The motion was unanimously carried.

#### **DISCUSSION AND POSSIBLE VOTE ON THE COMPOSITION OF THE COMMUNICATIONS AND PUBLIC RELATIONS COMMITTEE**

Mayor Voveris explained that in June Council approved the Communications and Public Relations Committee with Kathy Jankowski as Chair and a list of 29 people as members. Mayor Voveris said the chance the committee having a quorum for its meetings would be slim to none. Mayor Voveris said she asked Ms. Jankowski to come up with a core group for the committee. Ms. Jankowski proposed the following composition:

Kathy Jankowski, Chair  
 Kent Stephan, Member  
 Carol Stevenson, Member  
 Linda Raiford, Member  
 Don Chrobot, Staff & Non-voting Member

During discussion Councilwoman Callaway said the Communications and Public Relations Committee has unique characteristics, and when the committee that has been tasked with developing a policy for South Bethany committees meets they can evaluate the Communications and Public Relations Committee.

During discussion a property owner suggested that the committee should have five to nine members. Mayor Voveris stated that at this point no one else had agreed to serve on the committee. Mayor Voveris said the committee can grow if someone is interested in joining the committee.

A motion was made by Councilman Schrader, seconded by Councilwoman Callaway, that Council approve the committee and its members as proposed by Kathy Jankowski.

**Vote:** The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilpersons Stevenson, Weisgerber, Callaway, and Schrader

AGAINST THE MOTION: None

The motion was unanimously carried.

**DISCUSSION AND POSSIBLE VOTE ON APPOINTING A COMMITTEE OF PLANNING COMMISSION MEMBERS TO RESEARCH AND STUDY BOAT LIFTS AND FLOATING DOCKS TO MAKE RECOMMENDATION TO COUNCIL ON PARAMETERS TO CONSIDER FOR SOUTH BETHANY. MEMBERS WOULD INCLUDE DICK OLIVER, JACK WHITNEY, JOE CONWAY (SERVING AS CHAIR), AND DAVE WILSON**

Mayor Voveris explained that the idea of forming a committee to research and study boat lifts and floating docks to make a recommendation to Council on parameters to consider for South Bethany came from a Planning Commission Meeting discussion. It has been noted that there are some extremely large and tall boat lifts and the Town does not have any code regulation regarding this.

**Motion:** A motion was made by Councilman Weisgerber, seconded by Councilwoman Callaway, to appoint a committee of Planning Commission Members to research and study boat lifts and floating docks to make recommendation to Council on parameters to consider for South Bethany. Members would include Dick Oliver, Jack Whitney, Joe Conway (serving as Chair), and Dave Wilson.

**Amendment to Motion:** After discussion the motion was amended by striking "of Planning Commission Members".

During discussion it was agreed that the committee would do its research and then consult with the Code Enforcement Constable.

**Vote:** The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilpersons Stevenson, Weisgerber, Callaway, and Schrader

AGAINST THE MOTION: None

The motion was unanimously carried.

**PUBLIC COMMENT PERIOD**

There were no comments from the public.

**ADJOURNMENT**

A motion was made by Councilwoman Callaway, seconded by Councilman Weisgerber, to adjourn the July 23, 2015, Town Council Workshop Meeting at 4:15 p.m. The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilpersons Stevenson, Weisgerber, Callaway, and Schrader

AGAINST THE MOTION: None

The motion was unanimously carried.

phs: PHS:2015 07 23 Workshop Minutes Approved 8 27 15