

**TOWN OF SOUTH BETHANY
TOWN COUNCIL WORKSHOP MEETING MINUTES
JULY 26, 2012**

ATTENDANCE

PRESENT: Mayor Kathy Jankowski; Councilpersons Al Rae, Jim Gross, Pat Voveris, George Junkin, Sue Callaway, and Mark Damato; and Town Manager Melvin Cusick

MEETING CALLED TO ORDER

Mayor Jankowski called the July 26, 2012, Town Council Workshop Meeting to order at 5:00 p.m.

PUBLIC COMMENT PERIOD

There were no comments from the public.

SWEARING IN BOARD OF ADJUSTMENT MEMBER – JERRY MASIELLO

Mr. Masiello was unable to attend the meeting. Mayor Jankowski will swear him in at Town Hall at another time.

ADOPTION OF MINUTES

- **Town Council Workshop Meeting Minutes, June 28, 2012** – A motion was made by Councilman Junkin, seconded by Councilwoman Voveris, to accept the June 28, 2012, Town Council Workshop Meeting Minutes as amended as follows:

Page 4, **Discussion**: Change "Councilman Gross stated that he is in favor of the index but he would not be able to consider whether he is in support of this or not until the Council knows exactly how it is being applied" to read "Councilman Gross stated that he is in favor of the index but he would not be able to consider whether he is in support of this or not until the Council knows exactly how it is to be applied."

Page 5, Administrative Matters – Appointment of Board of Adjustment Member: Change "Gerald" to "Jerry".

The motion was unanimously carried.

- **Town Council Executive Session Minutes, June 28, 2012** – A motion was made by Councilman Junkin, seconded by Councilman Gross, to accept the June 28, 2012, Town Council Executive Session Minutes. The motion was unanimously carried.

BUDGET AND FINANCE COMMITTEE REPORT (PAT VOVERIS)

The next Budget and Finance Committee meeting is scheduled for July 27, 2012, at 3 p.m.

The Town received the first Mediacom payment for FY 2013 in the amount of \$17,578.52. There is one more payment coming.

The Town received the first beach vendor payment for FY 2013 in the amount of \$7,500.00. There is one more payment coming.

Trash, Recycling, and Yard Waste Tonnage – Council had copies of a report put together by the Town Manager which showed trash and recycling tonnage figures for the first six months of 2012. Council also had copies of a chart created by Councilman Junkin which showed trash, recycling, and yard waste tonnage. Compared to June 2011, Councilwoman Voveris noted that the June 2012 trash tonnage is down and the June 2012 recycling tonnage is essentially the same with only a 1.6% difference. Councilwoman Voveris is concerned that the lower tonnage on the trash might mean less rentals, and she hopes the Town does not see a negative impact on the Town's rental revenue. Councilwoman Voveris stated that yard waste tonnage is up which may account for a little bit of the trash tonnage being down. Council had a discussion regarding the effect of the changes in the collection schedule on Ocean Drive. Council discussed creating a collection schedule for June through September that is smaller in size than 8 ½ X 11 and possibly on card stock which could be distributed to property owners and realtors to make people aware of the current schedule. Councilman Damato stated that the Communications and Public Relations Committee could work on that.

Expense reductions:

- The Town has switched from Mutt Mitts to DOGIPOT Litter Pick Up Bags which will reduce the cost from 7 cents a bag to 3.5 cents a bag. This should realize a \$1,000 savings in the FY 2013 Budget.
- The Town received a 17% policy discount in its workmen's compensation insurance due to the creation and maintenance of a safety committee and membership in the DFIT. This should realize a savings of \$225.

DRAFT ORDINANCE FOR REMOTE PARTICIPATION IN MEETINGS (KATHY JANKOWSKI)

Council agreed that the ordinance should specifically say that the Board of Adjustment is excluded or exempt from the ordinance. Council also agreed that the ordinance should specifically say that Planning Commission hearings are excluded or exempt from the ordinance.

Regarding § 17-3D, Councilwoman Callaway questioned how it would be determined which two members could participate by remote electronic access when three members are unable to be physically present at the meeting.

Regarding the phrase at the end of the last paragraph in § 17-5, "absence from the state due to personal commitments (including extended vacation); or absence from the state due to off-season residence in other than South Bethany", Councilman Gross believes it should simply say "absence due to personal commitments." Mayor Jankowski stated that she had included the phrase to make it clearer. Councilwoman Callaway stated that she thought the idea behind the phrase "absence due to being in another state" had to do with the financial hardship of flying back for a meeting.

Mayor Jankowski questioned where you would draw the line regarding personal commitments. Councilman Junkin believes the first paragraph of § 17-6 says you can't judge whether the person has a good excuse or not. Mayor Jankowski agreed.

Council agreed that the second paragraph of § 17-6 should only apply to Town Council Regular Meetings and Town Council Workshops. Council also discussed changing the paragraph to say that Town Council Members can exercise this option of the ordinance only once. Councilman Gross suggested that "As a general rule" should be deleted from the paragraph.

Councilman Junkin stated that Council may have to change its Rules of Procedures. Council also agreed that at some point they need to discuss if standing committees ought to have their own rules of procedures.

Regarding § 17-4, Council agreed that the committee members should have to notify the chairman of the committee and Town Council Members should have to notify the Mayor. The

committee chairman or the Mayor will then notify the Town Manager. Councilman Gross discussed the need for approval and that it should be patterned after excused absences as described in the Town Council's Rules of Procedures. Council agreed.

Council agreed to wait until after the first reading before sending the ordinance to the attorney for his review.

COMMUNICATIONS AND PUBLIC RELATIONS COMMITTEE: OVERVIEW OF JULY 14, 2012, MEETING AND ASSIGNMENT OF SHORT TERM GOALS; FEEDBACK FROM COMMITTEE ON TOWN EVENTS (MARK DAMATO)

At its July 14, 2012, meeting, the Communications and Public Relations Committee discussed short term goals.

The committee discussed what the community is doing to involve families.

Councilwoman Voveris inquired if Councilman Damato would be putting together a financial packet in the fall with a request for funds. Councilman Damato indicated that he would.

Council agreed that the Charter and Code Committee and the Communications and Public Relations Committee should have a page on the website in order to post meeting minutes and other documents.

PUBLIC COMMENT PERIOD

There were no comments from the public.

At 5:55 p.m., a motion was made by Councilman Junkin, seconded by Councilwoman Callaway, to go into Executive Session. The motion was unanimously carried.

EXECUTIVE SESSION – PERSONNEL MATTER IN WHICH THE NAME, COMPETENCY, AND ABILITY OF AN INDIVIDUAL EMPLOYEE WILL BE DISCUSSED

Council went into an Executive Session to discuss a personnel matter in which the name, competency, and ability of an individual employee will be discussed.

At 6:15 p.m., a motion was made by Councilman Gross, seconded by Councilwoman Voveris, to come out of Executive Session. The motion was unanimously carried.

MOTION TO RECONVENE WORKSHOP MEETING

At 6:16 p.m., a motion was made by Councilman Junkin, seconded by Councilwoman Voveris, to reconvene the Workshop Meeting. The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE ON SALARY ADJUSTMENT FOR TOWN EMPLOYEE DISCUSSED IN EXECUTIVE SESSION

A motion was made by Councilman Gross, seconded by Councilman Junkin, that Council accept the Town Manager's redraft of the position description including changing the title of the Financial Administrator to the Finance Director. Mayor Jankowski asked for discussion. There was no discussion. The motion was unanimously carried.

A motion was made by Councilman Gross, seconded by Councilwoman Voveris, that Council accept the recommendation of the Town Manager in regard to the salary adjustment of the Finance Director. The motion was unanimously carried.

ADJOURNMENT

At 6:17 p.m., a motion was made by Councilman Junkin, seconded by Councilwoman Voveris, to adjourn the July 26, 2012, Town Council Workshop Meeting. The motion was unanimously carried.