

**TOWN OF SOUTH BETHANY
TOWN COUNCIL ORGANIZATIONAL MEETING MINUTES
JUNE 2, 2012**

ATTENDANCE

PRESENT: Mayor Kathy Jankowski; Councilpersons Al Rae, Pat Voveris, Sue Callaway, George Junkin, and Jim Gross; Administrative Assistant Pam Smith; and Town Clerk Dee Burbage

CALL TO ORDER

Councilman Gross called the June 2, 2012, Town Council Organizational Meeting to order at 10:00 a.m., followed by the Pledge of Allegiance to the Flag.

SWEARING IN NEW COUNCILPERSONS

The Town Clerk swore in re-elected incumbents Sue Callaway, George Junkin, and Al Rae.

The Town Clerk swore in Mayor Kathy Jankowski.

Councilman Gross turned the meeting over to Mayor Jankowski. Mayor Jankowski stated that it is an honor and a privilege for her to be Mayor of South Bethany. Foremost she is a public servant and in that role it is her duty to serve the people of this town. As she sees it, that is her sole role as Mayor.

APPOINTMENT OF MAYOR PRO-TEM, SECRETARY, AND TREASURER

Mayor Jankowski appointed Councilwoman Callaway 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 Mayor Jankowski's appointments. The motion was unanimously carried.

ADOPTION OF RULES AND PROCEDURES

A motion was made by Councilman Junkin, seconded by Councilwoman Voveris, to adopt the Rules of Procedures (attached).

Regarding Number 9 of the Rules of Procedures, Councilman Rae moved to amend the Rules of Procedures to require if an item is going to be voted on that Council have at least two days' notice of that item prior to the scheduled meeting. Councilman Junkin seconded the motion. The voting result was 3 in favor and 3 against. The motion was defeated.

Council voted on Councilman Junkin's motion to approve the Rules of Procedures (as they are). The motion carried with a 5-1 vote.

PROPOSED CHARTER AND CODE COMMITTEE

Council had received information from Councilwoman Voveris regarding this proposed committee. The information included a purpose and a scope. Councilwoman Voveris stated that neighboring jurisdictions have a Charter and Code Committee that reviews the Charter and Code, makes recommendations, and works with Council Members on ordinance changes. Councilwoman Voveris recommended the committee be made up of two South Bethany property owners and the Town Code Enforcement Constable (for input). She recommended that John Fields be the chair of the committee and Bob Cestone be the other property owner on the committee. She stated that the committee would be a recommendation type of a committee and would take nothing away from Council's power.

The following was discussed:

- Change the process of approving the proposed committee. First get approval from Council of the purpose and scope. After that is approved, appoint the membership.
- A committee that is doing the work to form the laws for the Town should be chaired by a Town Council member.
- There was disagreement with the purpose and scope statement.
- There was disagreement with a staff member being a full member of the committee. Having the Code Enforcement Constable's input would be good, but the Code Enforcement Constable should be an ad hoc member.
- By authorizing a committee to go through the Charter and Code and develop changes that they think should be made would be giving away the authority of the Town Council. However, it would be helpful to have a committee to assist Council with changes to the Charter and Code that Council initiates.
- The committee could create unnecessary work through its review and recommendations of proposed changes. All proposed Charter and Code changes should be sponsored by a Council Member and screened by that Council Member before presenting the changes to Council.

A motion was made by Councilman Gross, seconded by Councilman Junkin, to table this matter and refer it to a near future workshop. The motion was unanimously carried.

PROPOSED MARKETING COMMITTEE

Mayor Jankowski reviewed the following information which was in a handout she had prepared for Council:

Purpose Statement

The purpose of the Marketing Committee would be:

To: *Determine how to change specific behaviors of home owners*

Or

To: *Effect change in specific behaviors of home owners*

In A Way That:

- *Objectives are clearly defined by the Town Council; e.g. increase rentals, decrease time on market for sales, increase pride in the community;*
- *Results are measurable; e.g. number of rentals/weeks increase from previous years; houses sell faster compared to previous years; number of volunteers for Community Enhancement Committee Adopt Program increases; individuals close off drains to canal from outdoor showers.*

So That:

- *Rental Taxes increase*
- *Transfer taxes increase*
- *Water quality improves*

Term

Committee is formed for a trial period of one year.

OR

Committee is formed for a trial period of two years.

Membership

To be determined

(Linda Lewis has experience in this area and has expressed interest in working on the Committee.)

The following was discussed:

The "umbrella" of the committee should be bigger and should also include people external to South Bethany.

Use the word "influence" rather than "change".

The committee should be led by a member of Town Council.

Consider a name change such as Promotion Committee. Marketing implies selling.

The marketing committee would intersect all of the other committees because it would be a tool for those committees to use.

A motion was made by Councilman Gross, seconded by Councilman Junkin, that this matter of a proposed marketing committee be taken up at a near future workshop. The motion was unanimously carried.

COMMITTEE ASSIGNMENTS

Mayor Jankowski made the following appointments:

Assawoman Canal and Assawoman Canal Trail

Councilman Rae

Community Enhancement Committee

Councilwoman Callaway

Budget and Finance Committee

Councilwoman Voveris

Council had a memo from Councilwoman Voveris. Council also had four resumes of people who have expressed interest in joining the Budget and Finance Committee. Councilwoman Voveris stated that she would welcome all four of them on the committee.

On the Budget and Finance Committee's request, Councilwoman Voveris brought forward in her memo to Council information about the composition of the Budget and Finance Committee and about Council attendance to the Budget and Finance Committee meetings. Councilwoman Voveris proposed that the Budget and Finance Committee be composed of one Council Member, which would be the Treasurer, the Town Manager, the Financial Administrator, and up to seven South Bethany property owners. Regarding Council attendance at Budget and Finance Committee meetings, Councilwoman Voveris stated that the committee has asked her to express their concern. They feel they may not have the ability to speak as freely as they would like to with Council Members present. Councilwoman Voveris said that on behalf of the committee she is bringing this forward for Council to think about and discuss.

Councilman Junkin stated that he is very concerned that the Budget and Finance Committee is concerned about their ability to speak freely in the presence of Council Members. Councilman Junkin said he wants to hear what the people really have to say. Councilman Gross said he believes it is contrary to the concept of FOIA. Councilman Gross agreed with Councilman Junkin.

Councilman Junkin stated that he believes the Budget and Finance Committee should continue to have two Council Members on it because the budget is the most important thing the Council has to approve.

Councilman Gross asked what 10 people are going to do that five didn't do. Councilwoman Voveris stated that it would provide different input. Councilwoman Callaway stated that the resumes are spectacular and Council is fortunate to have four people that are willing to devote the time to the Budget and Finance Committee. Councilwoman Callaway stated that they will provide different areas of expertise and a different perspective of how they see the community.

Councilman Rae believes the Town Council should give the Budget and Finance Committee a starting point for their work on the budget – guidelines for the development of the budget.

Councilwoman Callaway stated that Council makes their recommendations for the budget in November and December. As an example she noted the Ocean Drive Blueprint recommendation. She stated that she never felt like there was not opportunity for input.

Councilman Gross stated that the recommendations Councilwoman Callaway referred to were projects rather than guidelines. Councilman Gross agreed with Councilman Rae. He said the staff ought to have the guidelines early on so that the budget reflects the thought of the Town Council.

Councilman Rae suggested having Council's guidelines for the budget as an agenda item at a Workshop meeting before the staff and the Budget and Finance Committee do their work on preparing the budget.

A motion was made by Councilman Junkin, seconded by Councilman Rae, that at the October or November Workshop there is an agenda item that is develop guidelines that are to be followed in the development of the next year's budget. The motion was unanimously carried.

A motion was made by Councilman Junkin that the Budget and Finance Committee be composed of two Council Members (one of which is the Treasurer), the Town Manager, the Financial Administrator, the Chief of Police, and up to seven South Bethany property owners. After discussion the motion was amended to say that the Budget and Finance Committee be composed of two Council Members (one of which is the Treasurer), the Town Manager and the Financial Administrator (ad hoc members), and up to seven South Bethany property owners. Councilman Gross seconded the motion. The motion was unanimously carried.

A motion was made by Councilwoman Callaway, seconded by Councilwoman Voveris, that Council approve the four individuals recommended for the Budget and Finance Committee.

During discussion Councilman Junkin asked who the other members were that would add up to seven. Councilwoman Voveris said Kent Stephan, Keith Krenz, and Steve Farrow. Councilman Junkin stated that the Budget and Finance Committee will need another Town Council member for the committee. Council agreed to appoint a Council Member to the Budget and Finance Committee at another meeting.

Councilwoman Callaway's motion to approve the four individuals recommended for the Budget and Finance Committee was unanimously carried.

Canal Water Quality Committee

Councilman Junkin

Charter Changes

Council postponed making this appointment.

Planning Commission

Councilman Gross

Councilman Gross stated that the Planning Commission has a pressing need for an additional member. The Planning Commission has scheduled a meeting for June 13 to review the Comprehensive Plan. Consequently, Council should get another member on board to assist in that work. Council had copies of Kent Stephan's resume. Councilman Gross stated that Mr. Stephan is interested in moving from the Budget and Finance Committee to the Planning Commission where his interest in long-range planning would be more directly applied.

A motion was made by Councilwoman Callaway, seconded by Councilman Gross, that Council approve Kent Stephan as a member of the Planning Commission. The motion was unanimously carried.

Board of Adjustment

Mayor Jankowski stated that she would like Council to have a liaison connection to the Board of Adjustment (BOA) for the purpose of reporting back to Council. However her concern is that the BOA is a judicial board. Councilman Rae stated that the BOA is an office of the court totally separate from the Town Council. Councilman Rae agrees that Council should be keeping up with what is going on with the BOA, but he does not think Council is allowed to have a Council Member specifically assigned as a liaison to the BOA. Councilman Rae suggested that a copy of the BOA minutes and the BOA meeting announcements for all BOA meetings be put in Council's boxes for Council to review. Councilman Gross agreed with Councilman Rae. However, Councilman Gross thinks a Council Member should have the responsibility for seeing what is going on with the BOA and he believes it would be good if a Council Member attended the BOA meetings and was able to report back to Council. Councilman Rae said he would take it off of Council's agenda as a committee assignment. Mayor Jankowski and Councilman Gross agreed.

REVIEW 2012-2013 MEETING SCHEDULE

A motion was made by Councilman Gross, seconded by Councilwoman Callaway, that Council accept the draft meeting schedule.

During discussion Council agreed to move the December Workshop to Thursday, December 20. Also Council agreed to address scheduled Workshop meetings that conflict with DFIT meetings when they come up.

Councilman Gross amended the motion to say that Council accept the draft meeting schedule with the date of December 27 changed to December 20. Councilman Rae seconded the motion. The motion was unanimously carried.

REVIEW ORGANIZATIONAL LIST

Council reviewed the Organizational List. The Administrative Assistant will make changes to Council assignments where needed.

MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS INDIVIDUAL CITIZENS' QUALIFICATIONS AS POTENTIAL CANDIDATES TO FILL VACANT COUNCIL SEAT

At 11:20 a.m., a motion was made by Councilman Rae, seconded by Councilman Junkin, to go into Executive Session to discuss individual citizens' qualifications as potential candidates to fill vacant council seat. The motion was unanimously carried.

At 11:50 a.m., a motion was made by Councilwoman Callaway, seconded by Councilwoman Voveris, to come out of Executive Session.

MOTION TO RECONVENE ORGANIZATIONAL MEETING

At 11:51 a.m., a motion was made by Councilman Rae, seconded by Councilwoman Voveris, to reconvene the Organizational Meeting.

ADJOURNMENT

A motion was made by Councilman Gross, seconded by Councilwoman Voveris, to adjourn the June 2, 2012, Town Council Organizational Meeting at 11:52 a.m.

PHS:Organizational Meeting Minutes.6.2.12

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