

SLAUGHTER BEACH TOWN COUNCIL MEETING
Minutes of the Slaughter Beach Town Council Meeting
July 14, 2014

ORDER OF BUSINESS

- 1) **Call meeting to order**
- 2) **Moment of Silence**
- 3) **Approval of July 14, 2014 meeting agenda**
- 4) **Approval of June 9, 2014 meeting minutes**
- 5) **Announcement of Election results & Appointments of Building Inspector/Floodplain Manager, Town Clerk, auditor & CPA**
- 6) **Welcoming & Announcements**
- 7) **Introduction of Council & Officers**
- 8) **Reading of Correspondence**
- 9) **Thanks and recognition to previous Mayor Dan McCarthy and Secretary Diane Kelly for the service to the Town.**

10) Reports:

- a) **Treasurer**
 1. Update from Finance group
 2. Town budget- prepared by finance committee- discussion and review by council.
 3. Possible vote to adopt next month
- b) **Building Inspector/ Floodplain Manager**
- c) **Tax Collector**
- d) **SCAT- report of July 11- Steering committee meeting**
- e) **Code Enforcer**
- f) **Town St Committee- report. Info on collaring of town streets; 1st quarterly payment to Delaware Bay Launch service, has it been made; discussion on what is needed now**
- g) **Alliance of Bay Communities- report of June 15th meeting**
- h) **Mayoral & Council updates- quick overview of some FOIA requirements**

11) Old Business

- a) **Prime Hook National Wildlife Refuge – update on progress of breach repair project. Not likely to occur till fall of 2015;**
- b) **The Bayshore Initiative (BSI)- report of recent conversation with Karen Bennett**
- c) **National Flood Insurance Program (NFIP) & FEMA- status of CAV report process. Report of conference call on July 2;**

- d)** Sussex County Shared Grant – 2014 Grant for safety, which will be used for State Police radar patrols. Paperwork filled late. State Police patrols started 4th of July weekend
- e)** Slaughter Beach Zoning Ordinance (SBZO) – schedule final workshop meeting with town attorney & council. Next lawyer will prepare final draft & then public hearing will be held to present work to residents.
- f)** Comprehensive Land Use Plan (CLUP) – status & report of where process is now & what needs done & time table;
- g)** Floodplain Ordinance (FPO) - thru workshops held by DNREC with the Town & Sussex County (SC) we will use a model ordinance provided by DNREC as a starting point to update our FPO as required by law. These workshops will be happening soon, dates to be determined;
- h)** Town Park - bulk of Town park work is completed. Council discussion regarding having 30 Year lease papers between Memorial Fire Co. & Town reviewed by Town Attorney as it wasn't done previously, and approved by both The Town Council (Per Town Charter) and the Memorial Fire Co. Proposed lease is for 30 yrs. at a \$1 a yr. Vote to have Town attorney review papers. Proposed discussion and vote during August meeting.
- i)** Discussion of acquiring new benches, with possible vote to order them at certain dollar amount. Proposed that Dean Hazzard, Town maintenance man & Street Czar Jimmy Dalton handling it; offer Residents the option to sponsor a bench;
- j)** Board of Elections (BOE) – report of election. Thanks to our BOE members - Patti Erisman, Donna Johnson & Mary Lyde Esposito!
- k)** Fire Company – Confirm town yearly donation. Discussion on inviting President Bill Warner & whomever else he'd like to bring to next meeting for brief presentation & discussion. Discuss issue of recycling containers at fire-hall parking lot & former Mayor Dan McCarthy's request to address Memorial Fire Co's desire to remove them.
- l)** Delaware Archives - Report from Town Clerk of requirements for submitting town records; and action plan to move forward in accomplishing task. Vote under new business to appoint Town Clerk as Records Officer & Authorized Agent (RO/AA) as required for by Delaware Public records Law, Title 29; 521.
- m)** Municipal Street Aid - funds left in account; discussion about FY2015 Road Plans;
- n)** Grants #1- Wastewater Management Feasibility Study- status of Grant. Report & discussion by grant manager. Review important dates again. Are papers signed & delivered. Vote to sign contracts & move forward if necessary, &/or have town attorney review. Review important dates.
- o)** Grant #2- Sea Level Rise to raise 2 homes in Town, Tucker (313 Bay Ave) & Hendricks (496 Bay Ave); with other Slaughter Beach homes on list being alternates. Discussion & report by grant manager including on status of papers signed & delivered. Vote to move forward & sign grant if necessary, &/ or have town attorney review. Review important dates.
- p)** Grants >> DNREC was awarded 2 grants totaling \$6.5 million; the funding will support Delaware's efforts to protect lands, infrastructure, & communities along the

Bayshore from future coastal storms & sea level rise. The federal grants will leverage state, local, & partner funds. Press release on Town web site with further information.

q) Town Office - status of filing files. Secretary and Town Clerk need to hire it cleaned again, a budgeted item;

12) New Business:

- a)** Job descriptions - the need to develop & adopt job descriptions for Building Inspector/Flood Plain Manager, & Town Clerk to ensure accountability & continuity going forward. Discussion regarding this & how to proceed. Finalized plan next month's meeting;
- b)** BOA - discussion of appointing members. Present members (Jimmy Dalton, Gerry Maher, & Louise Sipple) will be contacted to see if they want to be reappointed. Next month potential members will be reappointed or appointed.
- c)** Town Street committee- discussion & possible vote to reappoint present members - Jimmy Dalton, John Lyons, Mike Erisman, & councilman Jackson Gingrich.
- d)** Town Clerk- reappoint as FOIA officer for the Town; & Records Officer & Authorized Agent (RO/AA) for Delaware Archives purposes. Vote to do that
- e)** Grant committee - Reappoint Council Person Kathy Lock as Manager; & Cynthia Lyons, Becky Craft, & Jimmy Dalton to committee. Vote to do that.
- f)** Community Outreach Special meeting re: NFIP/FEMA- discussion to have FEMA regional coordinator Darlene Messina, DNREC's Michael Powell & Greg Williams, along with Insurance person they bring- to special meeting to develop rapport with residents, discuss , educate & answer residents questions re: NFIP/FEMA, insurance rates etc. Possible meeting in late summer (mid to late August) while many seasonal residents are in Town. Mayor will coordinate with honored guests. Stay tuned to email & Town web site for date
- g)** Town web site - discussion & possible vote to add agendas & minutes to town web site
- h)** Reports of BI/FPM, Tax Collector, & Town Clerk - discuss & possible vote to institute procedure so that each attend at least one meeting quarterly & provide written reports monthly emailed to all Council Members prior to Town meeting so council has time to review.
- i)** Election - Discussion and possible vote on developing committee to explore election hours & adopt absentee voting at the next Town Council meeting
- j)** A Letter of Opposition - discussion and Vote to write official letter to Sec. of DNREC & City of Rehoboth Beach, our Representatives, and local press opposing RB sewage ocean outfall plans. Any failure in the RB sewage system could be carried to SB by tidal action.

13) Priorities for upcoming year

- a)** discussion regarding such - for example - NFIP all goals that must be accomplished;
- b)** SBZO amendment, get it done;
- c)** complete CLUP requirements;

- d) pursue beach replenishment; breach restoration; address flood & drainage issues through DNREC program;
- e) looking into getting a few properties cleaned up;
- f) Prepare & institute job descriptions for BI/FPM & Town Clerk as needed & as FEMA recommends to ensure continuity going forward.
- g) Possible need to have Town clerk work more hours for more oversight of town affairs & timely responses to inquiries.
- h) Further ideas & discussion next meeting if warranted;
- i) Discussion on future actions to mitigate the negative effects of commercial fishing on SB.

14) Public Comment

15) Adjournment

ORDER OF BUSINESS

- 1) Mayor Krause called the Town Council July 14, 1014 meeting to order at 7:00 PM in the meeting room of the Slaughter Beach Memorial Volunteer Fire Company. Members present were Mayor Bill Krause, Vice Mayor Amy Parker, Treasurer Jackson Gingrich, Secretary Glenn Stieffenhofer, and Councilperson Kathleen Lock. Signed in community members are shown on the attached sign-in list.
- 2) A moment of silence was observed.
- 3) Approval of July 14, 2014 meeting agenda
 - a. **Motion:** A motion was made by Amy Parker to approve the July 14, 2014 meeting agenda, seconded by Jackson Gingrich. **Motion carried unanimously, 5-0.**
- 4) Approval of June 9, 2014 meeting minutes and the Annual meeting minutes from June 9, 2014
 - a. Only the carry-over members of Council are able to vote on the minutes from the June 9, 2014 meeting.
 - b. **Motion:** A motion was made by Amy Parker to approve the minutes from the June 9, 2014 meeting and the minutes from the Annual Town Meeting held on June 7, 2014.

Jackson Gingrich seconded the motion. **Vote: Amy Parker – nay; Bill Krause – nay; Jackson Gingrich – yea. Minutes were not approved 2-1.**

- c. **Motion:** A motion was made by Amy Parker to accept the minutes from the June 9, 2014 regular meeting and the minutes from the Annual Town Meeting held on June 7, 2014 as submitted but not approved. Jackson Gingrich seconded the motion. **Vote: Amy Parker – yea; Bill Krause – yea; Jackson Gingrich – yea. The meeting minutes from both meetings were accepted into the record as not approved, 3-0.**
- d. Frank Evans asked why the Pledge of Allegiance was forgone. Mayor Krause said that we tried something different for this meeting – a moment of silence – and that perhaps next month we will do the Pledge of Allegiance.

5) Announcement of Election Results and Appointments

- a. Bill Krause – Mayor
- b. Amy Parker – Vice Mayor
- c. Glenn Stieffenhofer – Secretary
- d. Jackson Gingrich – Treasurer
- e. Kathleen Lock – Councilperson and will continue as Grants Manager
- f. Bob Clendaniel – Building Inspector/Floodplain Manager
- g. Kathy McFadden – Town Clerk
- h. Jennifer Cornell – Town Bookkeeper
- i. Angela Tibbit – Town Tax Collector
- j. Sombar & Company CPAs – Town Auditors
- k. Jimmy Dalton will continue as the Streets Committee Chair

6) Welcome and Announcements

- a. Mayor Krause welcomed all to the meeting and thanked everyone that voted. This is a contested election and that issue will be covered later in the meeting when the correspondence is read.
- b. In the past, some meetings have been erratic, and going forward, we are going to try to keep to the agenda and defer public comments until the end of the meeting for efficiency. James Reeves asked if comments could be made at the moment to not lose the momentum of the topic, rather than waiting until the end of the meeting. Bill responded in some cases, yes.
- c. The breach is still an important topic and an ongoing issue the Council will be addressing;

- d. Ongoing work with FEMA to address record keeping issues, issues with building code violations and Town Code revisions;
 - e. Special meeting on SBZO to be scheduled in the near future;
 - f. Special meeting on Flood Plain Ordinance to be scheduled after SBZO meeting;
 - g. Jackson Gingrich is working hard on updating town records and financial documents into Quickbooks;
 - h. Town is in fine shape fiscally. No tax increases on the horizon. Can establish a reserve fund as recommended by the Auditing Firm.
- 7) Introduction of Council and Officers
- a. Mayor Krause reintroduced the Council Members (see item 5).
- 8) Reading of Correspondence
- a. Rose Rafter resignation letter (see attached)
 - a.i. Effective July 31, 2014;
 - a.ii. Intend to hire replacement prior to that date and will make announcement at next meeting
 - b. Letter from Dan McCarthy contesting election (see attached)
 - b.i. Contesting on the possibility that the tax records used for the election do not accurately reflect the people on the deed of the property;
 - b.ii. Public meeting scheduled in Dover at 2:00 PM on Wednesday, July 16, 2014 in front of the State Election Commissioner;
 - b.iii. A community member asked who pays for the legal fees
 - b.iii.1. Mayor Krause explained that the Town pays for the cost of the Town Solicitor, the state pays for their costs, and the complainant pays their own legal fees.
 - b.iii.2. Town Attorney Barrett Edwards explained the process:
 - b.iii.2.a. A challenge was filed with the State Election Commissioner;
 - b.iii.2.b. Goes before State Election Commissioner on July 16, 2014;
 - b.iii.2.c. SEC will not make a determination, but will rather hear the facts and determining if they will appeal to the Superior Court to make a determination;

b.iii.2.d. The election has been certified and is presumed to have happened the way it should have happened;

b.iii.2.e. We will get a copy of the findings from the SEC;

b.iii.2.f. Barrett does not have discovery information at this time;

b.iii.2.g. A community member asked if the election rules were the same this year as in previous years. Barrett stated that he is not aware of any changes.

b.iii.3. A community member asked how long the process would take if this goes to Superior Court. Barrett answered that his best estimate would be 6 months to 1 year.

c. Letter from Memorial Fire Company President Bill Warner

c.i. Fire Company Building Superintendent Britt Deese read a letter requesting assistance with recycling bin area. They are requesting the Town place the recycling bins on a concrete pad and repair the damage the recycling trucks have done to the parking lot. If there is no answer prior to August 4, 2014 they will take the necessary actions to remove the bins.

c.i.1. Bill Krause stated that he believed the bins to belong to the Fire Department. Britt disagreed, and stated the Town had requested the bins and the Fire Department had agreed to put them on their property. Additionally, he claimed that the Town was responsible for cleaning the area. Britt said that the only bin the Fire Department is responsible for is the green trash bin, which is now monitored by video camera.

c.ii. Britt Deese added that the agreement between the Fire Department and the Town regarding meeting space was for the downstairs hall and not the upstairs meeting room and requests require a 30-day notice. He stated that the upstairs room was for the Fire Department's use only and was off-limits.

c.ii.1. Bill Krause requested a copy of the contract that was signed with the town;

c.ii.2. Britt Deese requested Mayor Bill Krause sign a document indicating that Britt spoke to the Town about the meeting space.

9) Mayor Bill Krause recognized and thanked previous Mayor Dan McCarthy and Secretary Diane Kelly for their service.

a. A community member stated Dan McCarthy should not be thanked and he should apologize to the Town.

10) Reports:

a. Treasurer's Report

- a.i. Treasurer Jackson Gingrich met with Town Accountant Jennifer Cornell. Quicken data was previously imported to QuickBooks with errors including some personal financial records. All extraneous records were removed and errors in recording were corrected. The Town Council has five revised reports that will be up for approval.
- a.ii. The June 1- 30, 2014 Treasurer's Report was presented
 - a.ii.1. General Fund – Expenses of \$5,004.41. Ending balance of \$26,976.03;
 - a.ii.2. Municipal Street Aid – Expenses of \$404.63. Ending balance of \$12,458.14;
 - a.ii.3. Realty Transfer Tax Account – Expenses of \$25,386.03. Ending balance (including CD) of \$495,862.07;
 - a.ii.4. Summing the above, the Town's total ending cash balance is \$535,296.24;
 - a.ii.5. **Motion:** A motion was made by Councilperson Lock to approve the June 2014 Treasurer's Report, subject to audit, seconded by Amy Parker. **Motion carried unanimously, 5-0.**
 - a.ii.6. The Treasurer's Report is made part of these minutes as an attachment to the record.
- a.iii. Mayor Krause reported that the Town has a draft budget for FY15, which is not that different from the FY14 budget. The main difference is the creation of a contingency fund in the General Fund.
 - a.iii.1. **Action:** The draft budget needs to be reviewed by the Council and will potentially be presented and possible vote to adopt next month.
- b. Building Inspector/Floodplain Manager Report
 - b.i. Jackson Gingrich reported for Mr. Clendaniel who was not present.
 - b.i.1. Ten inspections were done in the month of June, most without permits issued. One permit was issued for \$100.00. 7.5 hours were accounted for at a total cost of \$310.00.
 - b.ii. The Building Inspector's Report is made part of these minutes as an attachment to the record.
- c. Tax Collector's Report
 - c.i. Mayor Krause reported for Angela Tibbit
 - c.i.1. Deposit of \$103.65;

- c.i.2. Total billing for 2013 was \$68,294.00;
 - c.i.3. Total payments received including late payments \$68,114.00;
 - c.i.4. New tax bills will be going out in July.
- c.ii. The Tax Collectors Report is made part of these minutes as an attachment to the record.
- d. SCAT Report – no report
- e. Code Enforcer – no report
- f. Town Street Committee Report
 - f.i. Streets Committee Chair Jimmy Dalton reported he contacted Jerry’s Paving and they said that they were going to install the stone collars. Mr. Dalton has not heard from them in the past two weeks and may have to look elsewhere;
- g. Alliance of Bay Communities
 - g.i. Vice Mayor Amy Parker reported she attended the meeting on June 15th where they talked about talked the 6.5M to help the Bayshore and they talked about partnering with the Bayshore Initiative Coast Day, which is the first weekend in October.
- h. Mayoral and Council Updates
 - h.i. Quick overview of some FOIA requirements
 - h.i.1. Mayor Krause said the requirements are extensive and we could defer to the extensive write up that Amy Parker did a couple of years ago;
 - h.i.2. **Action:** Amy Parker to provide document to append to the meeting minutes and post the document on the Town website.

11) Old Business

- a. Prime Hook National Wildlife Refuge
 - a.i. Amy Parker spoke with Al Rizzo – everything is progressing slower than anticipated; looking at 2015 to fix it
- b. The Bayshore Initiative (BSI) – covered under the Alliance Meeting
- c. National Flood Insurance Program (NFIP) and FEMA
 - c.i. Status of CAV report process
 - c.i.1. Progressing through the CAV report which is nearing the end but

there is still some information the county and town need to gather and forward to Darlene Messina (FEMA)

- c.ii. Report of conference call on July 2 (see above)
- d. Sussex County Shared Grant
 - d.i. We received the safety grant money;
 - d.ii. Police presence started July 4th.
- e. Slaughter Beach Zoning Ordinance (SBZO)
 - e.i. Working on some dates with Barrett Edwards for the final meeting – possibly date of July 28, 2014
 - e.i.1. Need to wait until after SEC hearing and then give 30 days notice to Fire Company to secure the meeting space
- f. Comprehensive Land Use Plan (CLUP)
 - f.i. Kathy Lock reported that after the Zoning Ordinance is complete, the CLUP can be revised to reflect the changes in the Zoning Ordinances
- g. Floodplain Ordinance (FPO)
 - g.i. No dates yet
- h. Workshops
 - h.i. Will be happening soon; dates to be determined
- i. Town Park
 - i.i. We need to submit the proposed lease between the Town and Memorial Fire Company to the Town Attorney
 - i.ii. At one point the lease is reported to have been for a 99 year term as opposed to the 30 year lease the previous Mayor set up with the fire department
 - i.iii. **Motion:** Jackson Gingrich motioned to submit the proposed lease between the Town and Memorial Fire Company to the Town Attorney for review and guidance. Glenn Stieffenhofer seconded the motion. **Motion carried unanimously, 5-0.**
 - i.iv. Bill Krause asked Dan McCarthy for a copy of the 30-year version of the lease. Mr. McCarthy said that he gave a copy to Amy Parker at the last meeting (Amy said he did not). Dan indicated he would provide a copy of the lease.
- j. New benches
 - j.i. Some of the benches in the town park are in disrepair;

- j.ii. Perhaps at some time in the future there will be an opportunity to “sponsor” a bench;
- j.iii. **Motion:** Jackson Gingrich made a motion to appropriate \$3200.00 from the Real Estate Transfer Account to repair or replace four benches in the town park. Kathy Lock seconded the motion. **Motion carried unanimously, 5-0.**

- j.iii.1. Dan McCarthy stated that he thought we should give some thought to applying for more money on the grant.

k. Board of Elections (BOE)

- k.i. Patti Erisman reported that we will be going to the SEC hearing on Wednesday and will proceed from there

- k.ii. Results of Election

- k.ii.1. There were a total of 195 voters

- k.ii.1.a. Glenn Stieffenhofer 120 votes

- k.ii.1.b. Amy Parker 117 votes

- k.ii.1.c. Kathleen Lock 107 votes

- k.ii.1.d. Daniel McCarthy 101 votes

- k.ii.1.e. Diane Kelly 74 votes

- k.iii. Mayor Krause thanked our BOE members – Patti Erisman, Donna Johnson, and Mary Lyde Esposito – for their service.

l. Fire Company

- l.i. We look forward to working harmoniously with the Fire Department as we have in past years;

- l.ii. Annually, we have given the Fire Department and Ladies Auxiliary a donation in appreciation of their efforts

- l.ii.1. The donation of \$3000.00 for the Fire Department and \$500.00 for the Ladies Auxiliary is in the budget and was approved at the last meeting;

- l.ii.2. These are the same amounts as FY14

- l.iii. Recycling Containers

- l.iii.1. Do we need them?

- l.iii.1.a. A community member was concerned about part-time

residents need for the containers so their recycling wasn't sitting for several weeks if they were not able to be here on the next recycling day;

l.iii.1.b. A concern regarding where visitors would dispose of recycling was brought up. Mayor McCarthy said that the Town provides trash and recycle containers at the Pavilion;

l.iii.1.c. Dan McCarthy discussed the cost of going to weekly recycling vs. working with the Fire Department;

l.iii.1.d. Bill Rafter said that Republic Services doesn't pick up the green trash can because it doesn't belong to them. Problem may be because they changed drivers and it doesn't have their name on the container. The can is down by Amelia's trash container

l.iii.1.d.i. **Action:** Jackson Gingrich will contact Republic Services to resolve the issue.

m. Delaware Archives

m.i. Kathy Lock reported that DE law requires each municipality provide records to the state and requires each municipality to appoint a records person. The name, email, and phone number should have been provided to the state by July 1, 2014.

m.i.1. **Action:** We need to provide Kathy McFadden's information ASAP after appointment

n. Municipal Street Aid

n.i. Some money left in account to spend on the road collaring

n.i.1. Jimmy Dalton reiterated that we will need to get another contractor if Jerry's Paving isn't responsive;

n.i.2. Mayor Krause asked if we have identified any other road projects that need to be addressed

n.i.2.a. A community member suggest paving the Fire Department lot

o. Wastewater Management Feasibility Study (Grant #1)

o.i. The contract was signed three or four weeks ago and the papers were delivered;

o.ii. There is a subcontract between the Town and Davis Bowen & Friedel (the engineering firm);

o.iii. Kick-off meeting is scheduled for this Friday with Bill McSpadden who is

responsible for the CLUP

o.iii.1.a. Will ensure that pipes are sized only for the Town and not for any future development that is outside of Town;

o.iii.1.b. Grants committee will attend kick-off meeting on behalf of the Town and determine next steps

o.iv. Grant must be completed and the final report submitted to the Coastal Programs Office by March 31, 2015

p. Sea Level Rise (Grant #2)

p.i. Will encompass the potential elevation of two residences – 313 Bay Avenue and 494 Bay Avenue;

p.ii. First draft of the grant application has been completed and submitted to DEMA for review

p.ii.1. Kathy Lock received comments from DEMA today;

p.ii.2. Deadline to submit to DEMA is July 15, 2014 and they will submit to FEMA by July 25, 2014;

p.ii.3. Anticipated funding date is September 30, 2014;

p.ii.4. Award date is December 30, 2014;

p.ii.5. Construction must be completed by September 30, 2016;

p.ii.6. Grant total is approximately \$200,000.00

q. Grants

q.i. DNREC grant information is on the Town website

r. Town Office

r.i. We are budgeted for cleaning the office;

r.ii. Kathy McFadden has made great headway on organizing the office and creating files for each residence in town

12) New Business

a. Job Descriptions

a.i. Working on job descriptions – some were completed about 1 ½ years ago and some are not yet complete;

a.ii. Discussion about difficulty with FOIA requirements delaying the process

- a.ii.1. Work with the Building Inspector and the Town Clerk to create job descriptions;
 - a.ii.2. Will help with continuity and help with FEMA requirements
 - b. Board of Adjustments (BOA)
 - b.i. Present members – Jimmy Dalton, Gerry Maher, and Louise Sipple
 - b.i.1. Jerry Maher and Louise Sipple resigned
 - b.i.2. Need two candidates for BOA
 - b.i.2.a. Brenda Desjardin and John Lyons are interested
 - b.i.3. Barrett explained requirements of members
 - b.i.3.a. Meets at least once per year to hear appeals
 - b.i.4. **Action:** Vote at next months meeting
 - c. Town Streets Committee
 - c.i. Present members – Jimmy Dalton, John Lyons, Mike Erisman, and Councilperson Jackson Gingrich
 - c.i.1. Mike Erisman will step down because he thinks the balance of the committee can handle it
 - c.i.1.a. Jimmy Dalton agreed that three members is sufficient
 - c.ii. **Motion:** A motion to reappoint Jimmy Dalton, John Lyons, and Jackson Gingrich to the Streets Committee was made by Amy Parker and seconded by Glenn Stieffenhofer. **Motion carried unanimously, 5-0.**
 - d. Town Clerk
 - d.i. Kathy McFadden is our FOIA Officer and we need to expand her position to become our authorized agent for the Delaware Archives;
 - d.ii. **Motion:** A motion to reappoint Kathy McFadden as the FOIA Officer for the Town and to appoint her as the Records Officer and Authorized Agent (RO/AA) for the Delaware Archives. Jackson Gingrich seconded the motion. **Motion carried unanimously, 5-0.**
 - e. Grants Committee
 - e.i. Kathleen Lock has been the Chairperson of the Grants Committee with Cynthia Lyons, Becky Craft, and Jimmy Dalton;
 - e.ii. **Motion:** Jackson Gingrich motioned to reappoint Kathleen Lock, Cynthia Lyons,

Becky Craft, and Jimmy Dalton with Kathleen Lock as the Chairperson. Amy Parker seconded the motion. **Motion carried unanimously, 5-0.**

- f. Community Outreach special meeting
 - f.i. Trying to set up open town workshop with FEMA
 - f.i.1.Perhaps in August (before Labor Day) to include as many seasonal residents as possible
 - f.ii. Amy Parker explained that this meeting would be community outreach for the Town and for FEMA
- g. Town website
 - g.i. Bill McSpadden and others have done a wonderful job on the new website and we now have the capacity to add other items such as the meeting minutes, town audit, etc. to be more open and transparent.
 - g.ii. **Motion:** Kathy Lock motioned to add the meeting agendas and meeting minutes to the town website for public dissemination. Amy Parker seconded the motion. **Motion carried unanimously, 5-0.**
 - g.ii.1. You will see the agendas on the website one week before the meeting;
 - g.ii.2. Minutes will a month behind because they won't be posted until after they are approved at the following months Council meeting
- h. Reports of BI/FPM, Tax Collector, and Town Clerk
 - h.i. Will try to get the Building Inspector and Tax Collector to participate more formally and more regularly;
 - h.ii. Amy Parker suggested they come once per quarter to report and answer questions from the public;
 - h.iii. Jackson Gingrich stated the Tax Collector will have nothing to report when off tax season (January to June);
 - h.iv. **Action:** Council will talk to them and discuss again next month.
- i. Election
 - i.i. Town Charter states who the electors are and that it is up to the Town Council to choose the hours for voting and to institute absentee ballots;
 - i.i.1.We could extend the hours if the general consensus is that the traditional hours of 10am – 12 pm are too short;
 - i.i.2.We could set up a committee to explore instituting absentee ballots and

ask other towns how they do it;

i.i.3.Barrett Edwards was asked for his thoughts:

i.i.3.a. There are 10 pages of municipal election law pertaining to absentee ballots;

i.i.3.b. State does not require municipalities to allow absentee ballots. It is up to the individual municipality to institute absentee balloting following the guidelines set forth.

i.i.4.Becky Craft volunteered to serve on a short-term committee to explore absentee balloting. Diana Moore, Chris Mirra, Trish Saunders, and Jerry Carroll also volunteered.

i.i.5.**Motion:** Kathy Lock motioned to develop a committee to review and make recommendations on the potential of adopting absentee ballots for the Town and to explore expand the voting hours. Glenn Stieffenhofer seconded the motion. **Motion carried unanimously, 5-0.**

i.i.6.Becky Craft asked that the motion be broadened to include a general review of the election/voting procedures.

i.i.7.**Motion:** Kathy Lock motioned to form a committee to look at election procedures; potentially modify election hours; determine and make recommendations to Council as to what procedures might be modified. Glenn Stieffenhofer seconded the motion. **Motion carried unanimously, 5-0. This motion nullifies the previous motion and vote.**

j. Letter of Opposition

j.i. Rehoboth Beach is proposing to run pipe from their sewage treatment plant 6000 feet into the Atlantic Ocean;

j.ii. Allegedly working well in Bethany Beach;

j.iii. Concerns regarding failure of systems;

j.iv. Bill Krause asked how the community felt about this to gauge opinion regarding writing a letter of opposition;

j.v. DNREC is a long way from approving this

j.vi. A number of articles were published in the Cape Gazette for residents that wish more information

j.vii. This can be discussed and possibly voted on at next months meeting

13) Priorities for the upcoming year

- a. NFIP goals – must be done, not optional;
- b. SBZO amendment – get it done. Potential meeting workshop on July 28;
- c. Complete CLUP requirements – follows zoning;
- d. Pursue beach replenishment, breach restoration, address flood and drainage issues through DNREC program
 - d.i. Was to be in October when they were originally planning to fixed the breach;
 - d.ii. Want to get it done this year
- e. Look into getting a few properties cleaned up;
 - e.i. Success on one house last year;
 - e.ii. Make a list of target properties
- f. Prepare and institute job descriptions for BI/FPM and Town Clerk as discussed earlier in the meeting;
- g. Possible need to have Town Clerk work more hours with the expanded duties to have more oversight of Town affairs and timely responses to inquiries;
- h. Further ideas and discussion at next meeting if warranted;
- i. Discussion on future actions to mitigate the negative effects of commercial fishing on Slaughter Beach
 - i.i. There is no ordinance requiring the commercial fisherman to be further off shore;
 - i.ii. Bill McSpadden to talk to David Saveikis, DNREC Division of Fish & Wildlife;
 - i.iii. Lots of community member were offended by the dead fish on the beach;
 - i.iv. Bill Rafter commented about DNREC requirements for weighing in the bycatch as part of their allotted take

14) Public comment

- a. John Lyons questioned why there is suddenly an issue with the Fire Department regarding the recycling area and the meeting space.
 - a.i. There was a short discussion between community members, Council, and Britt Deese regarding the need for an extension beyond the August 4 deadline set by the Fire Department so we can get public input;
 - a.ii. Mayor Krause said that he would call the Fire Department President to discuss further.

a.ii.1. Bill Krause requested a copy of the agreement between the Fire Department and the Town regarding the recycling bins;

a.ii.2. Britt Deese stated that it is in a locked cabinet but he would provide a copy to the Town Council

b. Ernie Forchetti expressed that he thought Mayor Krause handled his inaugural meeting well and would give him a "Grade A" for the way he conducted and controlled the meeting.

c. A community member stated that he thought we owed the Fire Department more respect than some individuals in the meeting showed them.

15) Adjournment – Mayor Bill Krause adjourned the meeting at 8:47 PM.

Prepared by Glenn Stieffenhofer, Secretary
July 20, 2014