

**TOWN OF SOUTH BETHANY  
TOWN COUNCIL ORGANIZATIONAL MEETING MINUTES  
JUNE 2, 2018**

**CALL TO ORDER**

Pursuant to Charter Section C-7, Tim Saxton called the June 2, 2018, Town Council Organizational Meeting to order at 9:00 a.m., followed by the Pledge of Allegiance to the Flag. He announced that the South Bethany Property Owners Association had made a donation towards the new microphones on the Council table and the podium.

**ATTENDANCE**

PRESENT: Councilmembers Carol Stevenson, Frank Weisgerber, Sue Callaway, and Mayor Tim Saxton; Town Manager Maureen Hartman; and Administrative Assistant Pam Smith

PRESENT BY REMOTE ACCESS: New Councilmember Wayne Schrader

EXCUSED ABSENCE: Councilmember Don Boteler

**SWEARING IN NEW COUNCIL MEMBERS**

Town Clerk Janet Powell swore in incumbent Sue Callaway.

Town Clerk Janet Powell swore in Tim Saxton as Mayor.

Councilmembers Don Boteler and Wayne Schrader will be sworn in at a later date.

**APPOINTMENT AND VOTE OF MAYOR PRO-TEM, SECRETARY, TREASURER**

Mayor Saxton appointed Councilmember Callaway to serve as Mayor Pro-Tem, Councilmember Stevenson to serve as Secretary, and Councilmember Boteler to serve as Treasurer.

A motion was made by Councilmember Weisgerber, seconded by Councilmember Stevenson, to approve Mayor Saxton's appointments. The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

**DISCUSSION AND POSSIBLE VOTE TO RECONFIRM COMMITTEE GUIDELINES**

Mayor Saxton noted that at the May 24, 2018, Town Council Workshop Meeting Council approved changing the definition of Citizen in the South Bethany Committee Guidelines to (additions are **highlighted**):

*Citizen – Any person who owns property in the Town of South Bethany or has been a full-time resident for a minimum of six months. Only citizens may serve as **voting** members of any Committee.*

Mayor Saxton stated that the Administrative Assistant did search the Town Charter/Code for the definition of Citizen and found no definition. Therefore, based on the vote at the May 24, 2018, Town Council Workshop the approved change stands.

A motion was made by Councilmember Callaway, seconded by Councilmember Stevenson, to reconfirm the South Bethany Committee Guidelines. The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

**COMMITTEE ASSIGNMENTS – APPOINTMENT AND POSSIBLE VOTE ON CHAIRPERSON AND MEMBERS**

Mayor Saxton made the following appointments as committee chairs:

- A. Community Enhancement Committee – Councilmember Callaway
- B. Budget and Finance Committee – Councilmember Boteler
- C. Canal Water Quality Committee – Councilmember Weisgerber
- D. Charter and Code Committee – Owner John Fields
- E. Communications and Public Relations Committee – Councilmember Stevenson

The following lists of committee members were read aloud (*Administrative Assistant's Note: Per the Committee Guidelines, Committee members must be citizens of South Bethany in order to be a full voting member of any committee. Staff members may serve on Committees as non-voting members*):

Community Enhancement Committee Members: Sue Callaway (Chair), Donna Farrow, Diann Nazarian, Bobbe Stephan, Kent Stephan, Carol Stevenson, Garnet Timbario, and Don Chrobot (Staff). Councilmember Callaway publicly thanked Pat Weisgerber for her service on the Community Enhancement Committee for the past five years.

A motion was made by Councilmember Callaway, seconded by Councilmember Stevenson, to accept the list of Community Enhancement Committee Members. The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

Budget and Finance Committee Members: Don Boteler (Chair), Steve Farrow, Chris Keefe, Joe Mormando, Renee McDorman (Staff), and Maureen Hartman (Staff).

A motion was made by Councilmember Stevenson, seconded by Councilmember Weisgerber, to accept the list of Budget and Finance Committee Members. The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

Canal Water Quality Committee Members: Frank Weisgerber (Chair), Dave Wilson, Frank McNeice, Kent Stephan, George Junkin (non-voting member because he is no longer a South Bethany property owner), Gary Lessing (non-voting member because he is not able to attend enough meetings to meet requirements but still wishes to participate), Chris Vanuga (non-voting member because he is not able to attend enough meetings to meet requirements but still wishes to participate).

A motion was made by Councilmember Callaway, seconded by Councilmember Stevenson, to accept the list of Canal Water Quality Committee Members. The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

Charter and Code Committee Members: John Fields (Chair), Frank Weisgerber, Open Position, and Joe Hinks (Staff).

A motion was made by Councilmember Callaway, seconded by Councilmember Weisgerber, to accept the list of Charter and Code Committee Members. The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

Communications and Public Relations Committee Members: Carol Stevenson (Chair), Margaret Oliver, Stephanie Bunoski, Ann Boteler, Linda Whitney, and Lisa Saxton.

A motion was made by Councilmember Callaway, seconded by Councilmember Weisgerber, to accept the list of Communications and Public Relations Committee Members.

Discussion: Mayor Saxton stated that if Council objects to his wife, Lisa Saxton, being a member of the Communications and Public Relations Committee due to a conflict of interest, she has offered to step down. Councilmember Stevenson stated that she hopes not because she is a vital member and the committee is a great team. Councilmember Stevenson said she was very pleased that all of the committee members decided to stay on the committee. There were no objections from Council.

The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

### **DISCUSSION AND POSSIBLE VOTE TO APPOINT A TOWN COUNCIL LIAISON FOR THE PLANNING COMMISSION**

Mayor Saxton appointed Councilmember Wayne Schrader to serve as the Town Council Liaison for the Planning Commission.

A motion was made by Councilmember Weisgerber, seconded by Councilmember Stevenson, to accept Mayor Saxton's appointment of Wayne Schrader to serve as the Town Council Liaison for the Planning Commission. The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

#### **DISCUSSION AND POSSIBLE VOTE TO ADOPT THE RULES OF PROCEDURE**

Mayor Saxton stated that there are no proposed changes to the Rules of Procedure. Mayor Saxton said it is going to be his objective to change the Town Council Workshop Meeting format to a working meeting for Council with one Public Comment Period and limit Town Council votes. Mayor Saxton hopes to have most Town Council votes (especially things that cost money to the Town) at the Town Council Regular Meetings.

A motion was made by Councilmember Callaway, seconded by Councilmember Stevenson to adopt the Rules of Procedure. The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

(The Town of South Bethany Rules of Procedure is attached.)

#### **REVIEW OF 2018-2019 MEETING SCHEDULE DATES – DISCUSSION AND POSSIBLE VOTE TO MOVE THE JUNE TOWN COUNCIL REGULAR MEETING TO JUNE 11, 2018, AT 2 P.M.**

Mayor Saxton stated that while campaigning he and Councilmember Callaway met many people who said they were unable to attend the 2 p.m. meetings. Mayor Saxton stated the following:

- The meetings should be more accessible to part-time property owners
- Attendance at the 2 p.m. meetings was extremely low
- The Town Manager surveyed towns in Delaware and most towns have their meetings at 7 p.m. (probably to allow people who work to attend the meetings)
- A small survey of property owners who were asking for Friday evening meetings showed 6 p.m. would be acceptable

After Council discussion and public comment, Mayor Saxton proposed holding the Town Council Regular Meetings on the second Friday of the month at 6 p.m. and holding the Town Council Workshop Meetings on the fourth Thursday of the month at 3 p.m. A motion was made by Councilmember Stevenson, seconded by Councilmember Weisgerber, to hold the Town Council Regular Meetings on the second Friday of the month at 6 p.m. and to hold the Town Council Workshop Meetings on the fourth Thursday of the month at 3 p.m. The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

Due to a conflict on Friday, June 8, Mayor Saxton proposed moving the June Town Council Regular Meeting to June 11, 2018, at 2 p.m. Mayor Saxton stated that Council will do its best to stay on the meeting schedule, but there may be times when a meeting date needs to be moved because two or three Councilmembers won't be able to attend that day. Mayor Saxton added that if a meeting date needs to be moved there will be plenty of notice to the public.

A motion was made by Councilmember Callaway, seconded by Councilmember Weisgerber, to move the June 8, 2018, Town Council Regular Meeting to Monday, June 11, 2018, at 2 p.m. The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

### **REVIEW ORGANIZATIONAL LIST**

Mayor Saxton stated that he will be using the Town's [mayor@southbethany.org](mailto:mayor@southbethany.org) email account and the Town cell phone designated for the Mayor. Also, update Councilmember Schrader's South Bethany address.

### **ADOPTION OF MINUTES – MAY 24, 2018, TOWN COUNCIL WORKSHOP MEETING**

The May 24, 2018, Town Council Workshop Meeting Minutes were not completed in time for Council's review. Council will vote on these minutes at the next meeting.

### **ADJOURNMENT**

A motion was made by Councilmember Stevenson, seconded by Councilmember Weisgerber, to adjourn the June 2, 2018, Town Council Organizational Meeting at 9:40 a.m. The voting was as follows:

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

AGAINST THE MOTION: None

The motion was unanimously carried.

PS:2018 06 02 Organizational Meeting Minutes Approved 6 11 18

Attachment: Rules of Procedure