

**TOWN OF SOUTH BETHANY
TOWN COUNCIL ORGANIZATIONAL MEETING MINUTES
MAY 27, 2020**

**This meeting was conducted electronically pursuant to Governor Carney's State of
Emergency declaration, effective March 13, 2020**

CALL TO ORDER

Mayor Saxton called the May 27, 2020, Town Council Organizational Meeting to order at 9:00 a.m.

ATTENDANCE

Councilmembers Derek Abbott, Sue Callaway, Dick Oliver, Carol Stevenson, new Councilmember Randy Bartholomew, and Mayor Tim Saxton; Town Manager Maureen Hartman; Finance Director Renee McDorman; and Administrative Assistant Pam Smith

Excused Absence: Councilmember Frank Weisgerber

SWEARING IN NEW COUNCIL MEMBERS

Finance Director/Notary Renee McDorman swore in incumbent Tim Saxton as Mayor.

Finance Director/Notary Renee McDorman swore in incumbent Derek Abbott, new Council Member Randy Bartholomew, and incumbent Sue Callaway.

APPOINTMENT AND VOTE FOR MAYOR PRO-TEM, SECRETARY, AND TREASURER

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

Motion by Councilmember Callaway, seconded by Councilmember Oliver, to approve Mayor Saxton's appointments. The voting was as follows:

FOR THE MOTION: Councilmembers Stevenson, Callaway, Bartholomew, Oliver, Abbott, and Mayor Saxton

AGAINST THE MOTION: None

The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE TO RECONFIRM COMMITTEE GUIDELINES

Motion by Councilmember Oliver, seconded by Councilmember Abbott, to reconfirm the Committee Guidelines. The voting was as follows:

FOR THE MOTION: Councilmembers Stevenson, Callaway, Bartholomew, Oliver, Abbott, and Mayor Saxton

AGAINST THE MOTION: None

The motion was unanimously carried.

COMMITTEE ASSIGNMENTS – APPOINTMENT AND POSSIBLE VOTE ON CHAIRPERSON AND MEMBERS

Mayor Saxton presented the following lists of committee chairs and members for approval:

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

Motion by Councilmember Callaway, seconded by Councilmember Stevenson, to accept the list of Budget and Finance Committee Members. The voting was as follows:

FOR THE MOTION: Councilmembers Stevenson, Callaway, Bartholomew, Oliver, Abbott, and Mayor Saxton

AGAINST THE MOTION: None

The motion was unanimously carried.

Canal Water Quality Committee Members: Councilmember Weisgerber will advertise for committee members. The committee will be approved at the June Town Council Meeting. In the meantime, Councilmember Weisgerber will continue to do the work on canal water quality along with Town Manager Hartman.

Charter and Code Committee Members: Tim Shaw (Chair), Derek Abbott, Carl Bittenbinder, Jessica Rich, Tom Barletta, and Joe Hinks (Staff).

Motion by Councilmember Oliver, seconded by Councilmember Stevenson, to accept the list of Charter and Code Committee Members. The voting was as follows:

FOR THE MOTION: Councilmembers Stevenson, Callaway, Bartholomew, Oliver, Abbott, and Mayor Saxton

AGAINST THE MOTION: None

The motion was unanimously carried.

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

Motion by Councilmember Callaway, seconded by Councilmember Oliver, to accept the list of Communications and Public Relations Committee Members. The voting was as follows:

FOR THE MOTION: Councilmembers Stevenson, Callaway, Bartholomew, Oliver, Abbott, and Mayor Saxton

AGAINST THE MOTION: None

The motion was unanimously carried.

Community Enhancement Committee Members: Sue Callaway (Chair), Kent Stephan, Bobbe Stephan, Donna Farrow, Carol Stevenson, and Susan Spingler.

Motion by Councilmember Abbott, seconded by Councilmember Stevenson, to accept the list of Community Enhancement Committee Members. The voting was as follows:

FOR THE MOTION: Councilmembers Stevenson, Callaway, Bartholomew, Oliver, Abbott, and Mayor Saxton

AGAINST THE MOTION: None

The motion was unanimously carried.

Councilmember Callaway will advertise for additional committee members and assist Administrative Assistant Smith in preparing the advertisement.

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

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

Motion by Councilmember Abbott, seconded by Councilmember Stevenson, to accept Mayor Saxton's appointment of Councilmember Oliver to serve as the Town Council Liaison for the Planning Commission. The voting was as follows:

FOR THE MOTION: Councilmembers Stevenson, Callaway, Bartholomew, Oliver, Abbott, and Mayor Saxton

AGAINST THE MOTION: None

The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE TO ADOPT PROCEDURAL GUIDELINES FOR TOWN COUNCIL

Motion by Councilmember Oliver, seconded by Councilmember Callaway, to adopt the Procedural Guidelines for Town Council as written. The voting was as follows:

FOR THE MOTION: Councilmembers Stevenson, Callaway, Bartholomew, Oliver, Abbott, and Mayor Saxton

AGAINST THE MOTION: None

The motion was unanimously carried.

REVIEW OF 2020-2021 MEETING SCHEDULE

Council reviewed the 2020-2021 Meeting Schedule. Mayor Saxton proposed continuing on a regular basis to make available to the public the audio conference call option to join Town Council meetings. Council agreed. After discussion, Council agreed to experiment with a 3 p.m. start time of Council meetings for a couple months. The Town will send out a survey via SurveyMonkey regarding the public's preference on the Town Council meeting start time. After the survey is complete, Council will discuss the start time again.

After discussion, Council agreed to schedule a Workshop Meeting on December 17, 2020, instead of scheduling a Workshop Meeting in January.

UPDATE ON COVID-19 AND THE TOWN AND DISCUSSION AND POSSIBLE VOTE ON SUMMER ACTIVITIES

Mayor Saxton stated that Governor Carney lifted the ban on short-term rentals and the 14-day quarantine for out-of-state travelers effective June 1. The Town sent out the Governor's press release in an email news update yesterday. The Governor also announced that outdoor gatherings of up to 250 people will be permitted in Delaware beginning on June 1, with strong guidelines/restrictions. The Yoga and Boot Camp vendors have been notified. Restaurants and retail stores will be able to open to some capacity June 1.

There was a discussion regarding the Communications and Public Relations and the Community Enhancement Committees' summer events, but no decisions were made. Mayor Saxton, Councilmember Callaway, Councilmember Stevenson, and Town Manager Hartman will discuss activities via conference call next week.

Mayor Saxton stated that he anticipates Town Hall opening to the public June 15. Town Manager Hartman will determine how many people can come in at once. The walk-up window on the front porch of Town Hall is working well. Councilmember Callaway suggested putting a portable hand washing stand on the Town Hall porch.

PUBLIC COMMENT

There were no comments from the public

ADJOURNMENT

Motion by Councilmember Oliver, seconded by Councilmember Abbott, to adjourn the May 27, 2020, Town Council Organizational Meeting at 10 a.m. Motion unanimously carried.