

Town of South Bethany
South Bethany Charter and Code Committee Meeting Minutes
June 19, 2020

SBCC Members Present: William T. (“Tim”) Shaw (Chairman), Derek Abbott (Town Council Liaison), Jessica Rich (Secretary), Carl Bittenbender, Thomas Barletta

SBCC Members Remote Access: All, due to temporary COVID-19 procedures

SBCC Members Not Present: None

Other Attendees: None

The posted agenda for this meeting listed seven agenda items, including opening and closing the meeting. These minutes track those seven items.

1. **Meeting called to order:** 2:02pm by Chairman Shaw.
2. **Designation of Jessica Rich as Committee Secretary:** Chairman Shaw made a motion to approve the designation, which was seconded by SBCC member Thomas Barletta and then approved unanimously by the Committee.
3. **Discussion of Committee Activities and Procedures:** Chairman Shaw provided a high-level summary of the Committee’s mission and the process it uses to complete its work. In brief, the work of the Committee focuses on reviewing and/or drafting proposed revisions to the town charter or code as referred by the Town Council or Town Manager. The Committee may confer and suggest further work (without a vote) or it may vote on proposed revisions for presentation to the Town Council or Town Manager, with three votes required for passage of a motion. (This particular meeting was a non-voting meeting.) Chairman Shaw also discussed the FOIA rules governing Committee communications and the process for approving revisions after the Committee has developed or refined an initial recommendation.
4. **Discussion and agreement on proposed dates for 2020-21 meetings:** Prior to the meeting, Chairman Shaw circulated proposed meeting dates (see below) for the upcoming year, which SBCC members agreed are generally feasible at this time. At the meeting, Chairman Shaw reminded the Committee of these dates and also discussed (a) the planned resumption of in-person meetings in August; (b) the need for advance notice to change a meeting time or participate remotely; and (c) the expectation that members will participate in all meetings, with leeway to miss one.

The currently scheduled dates for SBCC meetings are:

- June 19, 2020 at 2:00pm EST (first meeting of the current annual interval)

- Aug 21, 2020 at 2:00pm EST
- Oct 16, 2020 at 2:00pm EST
- Dec 18, 2020 at 2:00pm EST
- Feb 19, 2021 at 2:00pm EST
- April 16, 2021 at 2:00pm EST
- June 18, 2021 at 2:00pm EST (first meeting of the next annual interval)

5. Discussion of Code conflicts identified by Code Constable: This item was tabled pending further discussion with the Town Council.

6. Discussion of Concession Ordinance: Prior to the meeting, Chairman Shaw circulated a draft Concession Ordinance to govern concessions in South Bethany. To date, concessions have been handled informally but, in light of an increase in activity, the Town Manager suggested that the town might benefit from an ordinance governing such activity. The Committee discussed a variety of suggested edits to the draft, which Chairman Shaw intends to take under consideration and/or discuss with the Town Manager. Chairman Shaw will circulate a new draft to the Committee shortly.

7. Adjournment: 3:25pm by Chairman Shaw.