

**Town of South Bethany**  
**South Bethany Charter and Code Committee (SBCCC) Meeting Minutes**  
**August 21, 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

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The posted agenda for this meeting listed seven agenda items, including opening and closing the meeting. These minutes track those items and also summarize other issues discussed in the meeting:

- 1. Meeting called to order.** 2:01pm by Chairman Shaw.
- 2. Discussion and vote to approve meeting minutes from June 19<sup>th</sup> meeting.** Chairman Shaw made a motion to approve the meeting minutes, which were then approved unanimously by the Committee.
- 3. Discussion of possible meeting date due to conflicts for two members.** Chairman Shaw informed the Committee that two committee members, Derek Abbott and Jessica Rich, had conflicts on October 16 that would make it difficult to attend all or part of the scheduled meeting for 2pm that day. Committee members agreed to move the meeting to October 15 at 2pm, one day earlier.
- 4. Review and final modification of the draft Concession Ordinance.** Prior to the meeting, Chairman Shaw circulated the latest draft of the Concession Ordinance, which reflected suggested edits from the Town's Solicitor. At the meeting, SBCCC members reviewed the draft, approved the Solicitor's edits, and suggested a few small additional edits for clarity and consistency.
- 5. Vote on forwarding first draft of the Concession Ordinance to Town Council.** Chairman Shaw made a motion to approve the first draft Concession Ordinance and to forward it to the Town Council, which were then approved unanimously by the Committee.
- 6. Other issues.** Chairman Shaw noted that for the foreseeable future, due to the pandemic, committee meetings will need to continue to be held as teleconferences. Derek Abbott, in his role as Council liaison, advised the Committee that there would likely be some ordinance work requested shortly due to an issue in front of the Council regarding cats. Chairman Shaw reminded the members that they can obtain printed

copies of the town code and charter if they contact Pam Smith and give her advanced notice of when a pickup would be desired.

**7. Public participation.** [There was no public participation at this meeting.]

**8. Adjournment.** 2:29pm by Chairman Shaw.