

**TOWN OF SOUTH BETHANY
TOWN COUNCIL MEETING MINUTES
JULY 14, 2023
9:00 A.M.**

Meeting Called to Order and Pledge of Allegiance

Mayor Pro-Tem Tim Shaw called the July 14, 2023, Town Council meeting to order at 9:01 a.m., followed by the Pledge of Allegiance to the Flag.

Attendance and Absences

In attendance were Councilmembers Derek Abbott, Randy Bartholomew, Edie Dondero, Chris Keefe, and Tim Shaw; Town Manager Maureen Hartman, Chief Jason Lovins, and Town Clerk Matt Amerling. Mayor Tim Saxton and Councilman Bob Biciocchi were absent. Public attendees: 2. Virtual attendees: 2.

Public Comment

Ed Nazarian, 20 Peterson Drive, requested public comment be moved back to near the end of the meeting as opposed to where it currently is near the beginning of the meeting. Mr. Nazarian stated, per his wife's request, the pine needles need to be cleaned from the walkways on the path on both sides of Evergreen Road as the walkway is so narrow and there's so much traffic there. Mr. Nazarian stated there are overhanging trees and bushes around Evergreen Road, which should be trimmed per the Code.

Adoption of Minutes

Motion by Councilwoman Edie Dondero, second by Councilman Randy Bartholomew to adopt the June 9, 2023, Town Council Meeting minutes. Motion carried 5-0.

Councilman Bartholomew requested, regarding the June 28, 2023, Town Council Workshop Meeting minutes, the section for budget be modified to his suggestions, as well as language added to the section referring to property maintenance in the Code. Councilman Derek Abbott motioned to adopt the June 28, 2023, Town Council Workshop Meeting minutes, with amendments, seconded by Councilman Bartholomew. Motion carried 5-0.

Discussion and possible action to approve revisions to the Town's Purchasing Policy, tabled from the June 9, 2023, Council Meeting.

Councilman Shaw stated the revisions were mostly discussed in the previous meeting, where Council had agreed to raising purchase amounts between ten-thousand dollars (\$10,000.00) and ninety-nine-thousand-nine-hundred-ninety-nine dollars (\$99,999.00). Councilman Shaw stated the main change was with the current estimate on the first page in section 3.2, and it is now written to read "environmentally preferred products." Services as outlined by the State of Delaware may be given favorable consideration when available and appropriate subject to the Town Manager's approval. If the environmentally preferred product has a cost 10% or more above a traditional product, the Town Manager should obtain approval of the Town Council prior to proceeding. Councilman Randy Bartholomew stated at the last meeting, he relayed that he would like to add something in relation to "green purchasing" into the policy. Councilman Bartholomew stated after review from Mayor Saxton, Town Manager Maureen Hartman, the Town Solicitor and himself, the agreed-upon language was placed into this draft being presented today. Councilman Bartholomew stated the only other suggestion he would like to add is in section 5.2, regarding the comment of the department heads, and he would like to have the titles of the department heads – Town Manager, Police Chief, and Financial Director – set in parentheses.

Councilwoman Edie Dondero stated, regarding section 3.2, to change "may be given favorable consideration" to "shall be given favorable consideration." Councilman Derek Abbott stated he has a concern that the word "shall" is too strict, and he doesn't want to burden the Town Manager with something as simple as ordering pencils. Councilman Shaw stated to change the word "shall" to "should." Council agreed.

Councilman Bartholomew motioned to approve the Town's Purchasing Policy with amendments as discussed today, seconded by Councilman Abbott. Motion carried 5-0.

Discussion and possible action to appoint new members to the Community Relations Committee

Councilman Abbott motioned to appoint Robin Philipbar to the Town Community Relations Committee. Councilwoman Dondero seconded the motion. Motion carried 5-0.

Leadership Reports

Mayor's Report – No report submitted.

Town Manager Report – report submitted.

Police Chief Report – report submitted. Chief Lovins stated the traffic message board is up and functional.

Treasurer Report – report submitted.

Committee and Commission Reports

Budget and Finance Committee – No report submitted. The B&FC will be having a joint meeting with Town Council on August 15 to talk about long-term planning.

Canal Water Quality Committee – Report submitted, and the CWQ will have a phone call with Solitude to review starting the coordination on the process of having them come back again next year, as well as the performance of what went right and wrong this past spring.

Charter and Code Committee – No report submitted.

Community Relations Committee – No report submitted.


Planning Commission – Councilwoman Chris Keefe stated the commission held its first meeting on June 7; and Joe Conway is the Chairman, Jane Bonbright is the Vice Chair, and Fred Reitzel is the Secretary. Councilwoman Keefe stated the commission agreed the bylaws need to be reviewed and updated, and they also are looking in updating their own progress report for the comprehensive plan. Councilwoman Keefe stated they commission did vote unanimously to support the resiliency or sea level rise committee, which was discussed at the June Council workshop meeting. Councilwoman Keefe further stated they said they would provide any help that Council would throw their way as they have plenty of talent on their commission and would be happy to work with Councilman Biciocchi in his "quest to find answers." Councilman Shaw asked about the commission's reaction to the Town hiring a company to come in and work on the ten-year comprehensive plan update. Councilwoman Keefe stated the commission would like to also have input on how to engage and set the parameters for such a company, and Mr. Conway does want Council to realize that he feels that the commission has enough talent to do the report again themselves. Councilwoman Dondero stated her disagreement, and the Town is long overdue for having some professional input on a comprehensive plan, but the money is in the budget for this year, and hopefully that will be moving forward. Councilman Shaw stated he wants them to be involved in this process of potentially looking for a company; and one of the important things is not just to find a good consultant, but to have an objective in mind as well as what we want the ultimate product to be, and what kind of input and expectations the Town and Council would have. Councilwoman Dondero stated the comprehensive plan parameters are set by the State, so we don't really have a lot of input in terms of what the content of that is, as there are required elements by the State and the scope of it is already determined.

Bicycle & Pedestrian Safety Ad Hoc Committee – No report submitted. Councilwoman Dondero stated the Bike Rodeo will be tomorrow, Saturday, July 15, from 9 a.m. to 11:30 a.m., depending on if there is any inclement weather, in which case an email blast will go out, letting the public know the event is canceled.

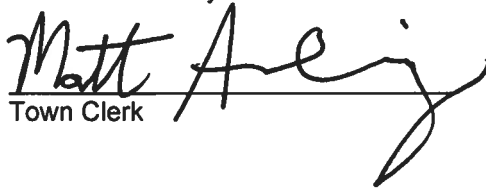
Adjournment

Motion by Councilman Abbott, second by Councilman Bartholomew, to adjourn the July 14, 2023, Town Council Regular Meeting at 9:22 a.m. Motion carried 5-0.

Respectfully submitted,



Council Secretary



Town Clerk

8/11/2023
Date of Approval