

**TOWN OF SOUTH BETHANY  
TOWN COUNCIL WORKSHOP MEETING MINUTES  
AUGUST 25, 2023  
9:00 A.M.**

**Meeting Called to Order and Pledge of Allegiance**

Mayor Saxton called the August 25, 2023, Town Council Workshop meeting to order at 9:00 a.m., followed by the Pledge of Allegiance to the Flag.

**Attendance and Absences**

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

**Public Comment**

There were no comments.

**Review of Comprehensive Plan Annual Report**

Mayor Saxton stated the Comprehensive Plan Annual Report is sent to the State each year by July 1. It has been sent to Council for review and he wanted to know if there are any questions or things Council needs to do based on what they read. Councilman Bob Biciocchi asked what the purpose of this report is. Mayor Saxton stated the purpose of this is to report what the Town has done in the last year towards achieving the goals stated in the Comprehensive Plan, but, as he said, what the Town does is ongoing and that is why the report is submitted each year. Councilman Biciocchi asked if it is all attached to the Town's ability to get funding or grants, and do we use it as a reference? Town Manager Maureen Hartman stated no, it does not change the ability for the Town to get grants. Councilwoman Edie Dondero stated she thinks what would be most helpful to her is if, on an annual basis, in addition to the annual report, before it gets submitted to the State she would like Council to see the Planning Commission present Council with a list of all of the goals and recommendations that are in the current Comprehensive Plan, as well as give Council a status on each of those as to whether they are completed, underway, irrelevant, etc.; so every year Council can check in and see if the Town is accomplishing these items or not. Councilwoman Dondero stated she thinks it would also be helpful when we go to update the Comprehensive Plan, Council can look at a list of what was completed and what wasn't, and what needs to carry over or be added. The council requested to see the recently drafted matrix used by the Planning Commission to keep updated on goals within the Comprehensive Plan.

**Discussion of Strategic Planning for the Town and consider the formation of a working group which will discuss and prioritize potential long-range capital projects**

Mayor Saxton stated the meeting held between Council and the Budget & Finance Committee (B&F), he felt, was very successful and his hope is Council can develop a document that we keep moving forward every year to get reviewed by the same working group and get a document together addressing some of the financial stuff as well as what the Town needs to do further out. Mayor Saxton stated he liked that everyone in attendance at the meeting got to speak their minds and give their input, and he would like a smaller working group to keep it moving, which we agreed that Councilwoman Keefe would chair, with members being Mayor Saxton and Councilman Bartholomew, as well as B&F members Rob Gensler and Steve Farrow. Mayor Saxton stated they would report back so everyone on Council and B&F has the right to comment before we take anything forward to be talked about inside the Council. Mayor Saxton stated Councilwoman Keefe can start on that working group as soon as possible.

**Executive Session for the purpose of discussing the content of documents, excluded from the definition of "public record" in §10002 of this title where such discussion may disclose the contents of such documents. 29 Del.C. §10004(b)(6).**

Councilwoman Dondero motioned to enter into Executive Session at 9:17 a.m. Councilman Shaw seconded the motion. Motion carried 7-0.

**Motion to reconvene Town Council meeting and possible action on matters discussed in Executive Session**


Councilman Derek Abbott motioned to exit Executive Session at 10:17 a.m. Councilwoman Dondero seconded the motion. Motion carried 7-0.

Councilman Abbott motioned to authorize the action discussed during Executive Session, seconded by Councilman Shaw. Motion carried 7-0.

**Adjournment**

Motion by Councilwoman Dondero, second by Councilman Shaw, to adjourn the August 25, 2023, Town Council Workshop Meeting at 10:18 a.m. Motion carried 7-0.

Respectfully submitted,

  
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Council Secretary

  
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Town Clerk

9/8/2023  
Date of Approval