

Minutes of the January 24, 2014, Regular Council Meeting

Call to Order and Flag Salute at 3:30 PM by Mayor Serio

Council in Attendance: Gene Langan, Diane Tingle, Bill Weistling, Audrey Serio, Gardner Bunting, Roy Williams, Todd Smallwood

President's Report

- Mayor Serio stated we had our Budget Amendment Meeting and received an outstanding presentation from Town Manager Burke. The Town will be making a few minor adjustments to the budget per Mr. Sombar suggestions. We will be making these adjustments as the year goes on.
- New Fee Schedule was discussed. Few items were changed, couple were reduced and some were removed entirely. There will be a new item added; Resident Merchant Employee Parking Permit. They can be purchased by the business owner to distribute as they see fit. Parking will be on bayside only.
- Mayor Serio noted that it's very cold outside, please be safe if you need to go out. If you need assistance, please don't hesitate to give us a call.

Topics for Discussion and Possible Action

- **DNREC Coastal Programs Grant Application** – Town Manager Burke informed Council about a grant through the Delaware Sea Level Rise Advisory Committee. Town Manger Burke would like Council to consider this particular grant to perform a Sea Level Rise vulnerable assessment. 50/50 funds match. Deadline for grant is February 7th, work to be completed in early Fall with report to follow. After discussions Council Member Tingle suggested that we have the survey done so we can document it. Then if the insurance company or the state asked for the information, we will have it all in one place.

Motion – Motion made by Council Member Langan for Town Manger Burke to apply for the Coastal Program Grant (Sea Level Rise)

Second – Council Member Bunting

Discussion – Council Member Weistling stated that we made the effort to get the elevation survey done and Town Manager Burke proceeded with several drainage storm water projects and this falls in line with it.

Vote – (7-0)

- **Municipal Shuttle Service Operator RFP** – Town Manger Burke – Draft of RFP available to Council Members.
 - a) Seasonal 8:00 XX – 1:00 XX. (tape said 8am – 1pm)
 - b) No more than 2 shuttles throughout town.
 - c) Advertising would be key, if allowed.
 - d) Discussions on fixed route services and non-fixed route services.
 - e) Town Attorney has review the draft.
 - f) Bid out for a fixed fee.

Motion – Motion made by Council Member Tingle requests that we put out an RFP for a Municipal Shuttle Service (non-fixed route).

Second – Council Member Langan

Discussion – Council Member Bunting stated that in the Parking Committee meeting when this was discussed, the concept was for one company with one phone number that people could call for

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service. They would pick them up, transport and come back and pick you up. This could be used for the beach, restaurant or any place in Town. Our intention was never for a fixed route. Council Member Smallwood stated that if we are not doing a fixed route, why be involved at all.

Vote – (7-0)

Approval of Minutes: Motion to approve the Minutes of December 13, 2013 - Council Member Bunting

Second - Council Member Smallwood

Discussion – Two spelling corrections, Canon St (Cannon) and except (accept)

Vote: (7-0)

Treasurer's Report: Council Member Bunting stated we are on target at this point. There is one item that is way over due to hiring temporary help. Overall, we have a good bottom line balance.

Motion - Made by Council Member Tingle to accept the Treasurers report.

Second - Council Member Langan

Discussion – None

Vote: (7-0)

Town Manager Report:

Town Manager Burke reiterated those items included in his written report.

- **Cannon Street Park** – Project almost complete.
- **Town Hall Sidewalk Improvement Project** – Finished with a few minor changes.
- **Information Technology** – All projects complete. Still making minor revisions to the website.
- **Town Management – Town Manager Burke**
 1. Emergency fuel tanks have been installed outback. The FEMA audit was scheduled for December 16 and the Town passed. The final report will be submitted when the electrical work is completed.
 2. Town management was awarded a second grant for outreach equipment, signage, brochures, LED lights and receptacles. Town management is in the process of purchasing the items.
 3. Drainage and Storm water projects are moving forward. Those include West Dagsboro St., Bay St. and Schulz Rd.
 4. Delaware Forest Grant, approved today.

Department Reports:

- **Building Official** – The December report was included in the meeting packet. December issued 128 outside contractor's license, 21 resident merchant license, and 21 renter's license. Also, would like to mention when the weather turned cold we had a dozen calls on broken pipes. We are heading into another cold spell so if you see anything, please give us a call the Town Hall or the Police Department so we can make help contact the homeowner.
- **Public Works** – The report was included in the meeting packet.
- **Beach Patrol** – None.
- **Police Department** – The report was included in the meeting packet. Stated we are doing our home security checks for the winter but if you see anything out of the ordinary, please don't hesitate to call.
- **Committee Reports:**

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- **Beach Committee** – None
- **Environmental Committee** – Chair Mary Ellen Langan reported Town Manager Burke covered everything in her report. The Environmental Committee was present at the Fenwick Freeze handing out bags with gifts. We will be purchasing a table and banner so we will have a better presence at the Town’s events going forward. Our next meeting will be February 13th.
- **Technology Committee** – Chair Gene Langan stated that our next meeting will be February 18th. One of the things we want to do is brainstorm for projects for this coming year. Also wanted to thank Town Manger Burke and Town Clerk Poole for a great job on the website. Noting the calendar and the social corner and user ability.
- **Ad hoc Parking Committee** – Chair Gardner Bunting reported next meeting is February 13th at 10:00 AM.
- **Planning Commission** – No report
- **Charter & Ordinance** – Chair Bill Weistling stated the next meeting will be February 4th at 9:30 AM. Over the last month we have sent a possible change in our ordinance on the commercial front property setback to the Town attorney. She has responded back and will review that for the C&O and will probably have for a first reading at the February meeting. The other two topics we have been discussing, 1) the sidewalk issue and 2) fencing in the front setback of the commercial area.

Old Business - None

New Business – No action to be taken

Public Participation:

- Marc McFaul – Ropewalk Restaurant – has concern about his palm trees and the commercial setback. Council Member Weistling, if you can make the meeting, please do so or send me an email. Meeting will be February 4th at 9:30 AM.
- Buzz Henifin – 48 Windward Way – Just wanted to give a thank you to the FIPD for checking their home while they were gone.
- Mike Quinn – 5 W Houston St. – Wanted to address the Coastal Grant and wanted to know what issued would be addressed by the committee. Also wanted to thank Officer Kerin for her assistance with a tag issue on his car.

Upcoming Events and Meetings:

Mayor Serio announced all upcoming meetings and events.

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| 1. February 4 | 9:30 AM | Charter & Ordinance Meeting |
| 2. February 13 | 10:00 AM | Parking Committee Meeting |
| 3. February 13 | 2:30 PM | Environmental Committee Meeting |
| 4. February 18 | 3:00 PM | Technology Committee Meeting |
| 5. February 21 | 3:30 PM | Regular Council Meeting |

Motion to adjourn – Council Member Weistling

Second – Council Member Bunting

Meeting adjourned at 4:40 PM

Linda Poole, Town Clerk
for Diane Tingle, Secretary

Minutes of the June 28, 2013 Regular Council Meeting
