

TOWN OF FENWICK ISLAND, DELAWARE

Minutes of the August 26, 2016, Regular Council Meeting

Call to Order and Flag Salute at 3:30 p.m. by Mayor Langan

Council in Attendance: Gene Langan, Richard Mais, Bernie Merritt, Vicki Carmean, Julie Lee, Roy Williams

Excused Absence: Gardner Bunting

Staff in Attendance: Town Clerk Poole, Public Works Supervisor Reed, Chief Boyden, Captain Ferry

PRESIDENT'S REPORT

- Mayor Langan presented the new council members and welcomed back Vicki Carmean.
- Mayor Langan added an interesting note on the election. More residents registered to vote but the voting turnout was down from last year. 2015 voting count – 421 compared to 2016 voting count – 378.
- Mayor Langan stated that on September 1st, Town Council will hold a special meeting with the town solicitor on voter and candidate eligibility as a council. This will be an open meeting everyone welcome to attend. One of the reasons for doing this is time pressure to change the town laws because there are several reading required, which will take us through October. Things are time sensitive since there is usually no meeting in November which puts us into the December timeframe. A Charter change has to go through the Delaware Legislature and they are only in session from January through June with a huge gap for spring break. Our goal, if changes are to be made, is to be ready to submit as early as possible in January. This will also need a sponsor from either our Senator or Representative (preliminary discussions have already taken place).
- Final note: Its hurricane season and projections are possible for a tough season. It is highly recommended to go onto the National Hurricane Website and check often for any updates.

Motion – Motion made to approve excused absence for Council Member Bunting due to family matters - Council Member Merritt

Second – Council Member Lee

Discussion – None

Vote – (6-0)

TOPICS FOR DISCUSSION AND POSSIBLE ACTION

- **Holiday Pole Lights Funding** – Mayor Langan reported the pole lights have been paid for with donations received, \$9,516. Total cost of pole lights, \$9,165 which gives the town a \$350 surplus.
- **Potential Revision – existing FAR Regulation** – Mayor Langan noted Business Development committee requested council to approve asking Charter & Ordinance to look at possibly changing this so people can get more bathrooms. Currently the town restricts the number of bathrooms to four (4). Council members were asked how they feel about this: Council Member Mais - has no problem look at it. Council Member Lee – ok to send to look at bathrooms only. Council Member Merritt – no issue for bathrooms only, Mayor Langan – ok to send. Council Member Carmean – ok to send.

Council Member Williams – ok to send. Chair Bill Weistling, Charter & Ordinance was asked to add the topic to the next C&O Meeting Agenda for discussion and consideration.

APPROVAL OF MINUTES

Motion – Motion made to approve the Minutes of July 22, 2016 with corrections as read by Council Member Carmean - Council Member Carmean

Second – Council Member Lee

Discussion – None

Vote – (5-1) Council Member Mais (no)

TREASURER’S REPORT

2016 Monthly Report

Summary The monthly report is a summary of all account balances through **July 31, 2016** and other pertinent financial information since the prior month’s Town Council meeting.

Cash Balance

- Beginning cash balance 7/1/2016 \$1,931,423.19
- Ending cash balance 7/31/2016 \$1,763,299.39
- Reserve Realty Transfer Tax Funds \$1,355,826.31 **included above in cash balances*

FY 2016 Operating Budget (8/1/15-7/31/16)

- 101.4% of Budgeted Income
- 91.01% of Budgeted Expenses

Realty Transfer Tax (1.5% local tax)

- Taxes collected in July \$7,425.00
- Total taxes collected in FY16 \$107,820.64

Outstanding Property Taxes

- \$ 4,769.99

Revenue Highlights

- 100.24% of real estate property tax budget (collected \$3908.16 in July)
- 119.92% of rental receipt tax budget (collected \$21,789.81 in July)
- 148.42% of parking violations budget (collected \$5,500.00 in July)

Municipal Street Aid Report

- \$1,291.99 in expenses
- \$0 (*Deposits*)

MSA Balance \$34,676.54

Dedicated Street Fund Report

- \$75.00 in expenses
- \$742.50 in deposits

DSF Balance \$45,821.35

Parks & Recreation Fund Report

- \$440.53 in expenses
- \$1,171.25 in deposits

Parks & Rec Balance \$2,532.32

Motion – Motion made to accept the Treasurer’s Report as read – Council Member Mais

Second – Council Member Merritt

Discussion – Council Member Williams noted that the RTT savings money was depleted by \$175,000. Mayor Langan noted it was in the budget. The town uses RTT money every year for capital expenditure. Council Member Carmean asked “Does the RTT money work like the Municipal Street Fund operates?” She’s concerned about the decrease in the RTT money and believes there should be a special motion for a specific purpose. This could include usage for public safety and special meaningful projects for the town. Not sure where all the capital improvements have gone. Suggested possibly coding the dispersed funds for tracking the transfer tax money. Mayor Langan noted the RTT funds can now be used for an expenditure needed. When the budget is approved, it covers certain transfers from RTT.

Vote: (6-0)

Treasurer’s Report accepted by Council as read.

TOWN MANAGER’S REPORT

- Chief Boyden stated this is hurricane season. Lots of information at the Public Safety Building for emergency preparedness, how to prepare emergency kits, supplies etc. Building Official Schuchman also has information on hurricane preparedness but is out due to the death of her mother.
- Noted that Public Works order new chairs and arranged for the old chairs to be donated to several local charities and a local church for services. The old TV and stand were also donated.
- The Town is in the process of doing any energy audit of both buildings. There is a state grant currently available. The town would like to get grant money to change all the lighting in both building to LED, which would save the town about 60% on electric bills.
- Still recruiting for the Town Managers position, if anyone is interested. Recruitment closing date in September 9th at 4:00 p.m.
- Chief Boyden thanked council and staff for all their help and patience over the last month with the Town Manager leaving and a special thank you to Town Clerk Poole for getting the Town through the election smoothly.

DEPARTMENT REPORTS

- **Building Official** – The monthly report was included in the Council meeting packet.
- **Public Works** – The monthly report was included in the Council meeting packet.
- **Beach Patrol** – The monthly report was included in the Council meeting packet. Captain Ferry noted the season is wrapping up and the town will be short of guards. Information will be posted on the Town Website, fenwickisland.delaware.gov, twitter and Facebook for updates. Noted that in 2015 (Aug 22) the town provided assistance over the dunes for 314 compared to 2016 assists of 642. Council Member Carmean and Council Member Lee wanted to note the responses/thank you to the guards for their services. It’s amazing what they do in a lifesaving situation and the guards care and compassion for the people of the town.
- **Police Department** – The monthly report was included in the Council meeting packet.

TOWN COMMITTEE REPORTS

- **Charter and Ordinance** – Council Member Weistling read the proposed second reading – Chapter 116 – Article IV (Hunting) into the record.
- **Charter and Ordinance** – Council Member Weistling read the proposed first reading – Chapter 146 – Taxation into the record.

*Approved First Reading – July 22, 2016
Proposed Second Reading – August 26, 2016*

CHAPTER 146 – TAXATION

INSERT (NEW):

*Article I
Real Estate Tax*

§ 146-1. Real Estate Tax.

- A. *All real estate taxes imposed by the Town in accordance with Section 24 of the Town’s Charter shall be due and payable on or before September 15 annually.*
- B. *All real estate taxes that remain unpaid thirty (30) days following the aforementioned deadline shall be subject to a penalty in an amount equal to five percent (5%) of the delinquent amount owed for each month, or fraction thereof, that such taxes remain unpaid. The penalty imposed hereby shall be collected in the same manner as the original amount of the real estate tax.*
- C. *All real estate taxes that remain unpaid as of the 15th day of September shall be considered delinquent.*
- D. *Whenever it shall be necessary to pursue collection of delinquent real estate taxes, the Town Council shall impose a collection charge in an amount equal to eighteen percent (18%) of the amount of the delinquent real estate tax due and the accruing penalties imposed thereon.*
- E. *Whenever it shall be necessary to pursue collection of delinquent real estate taxes, the Town shall be entitled to recover, as part of the amount collected and/or any judgment obtained, the Town's costs and expenses (to include, but not be limited to, all recording fees, filing fees, court reporting charges and/or expert witness fees) and its reasonable attorney's fees.*

Re-number remaining Sections in Article I.

SYNOPSIS

This amendment is to include collection of real estate taxes, penalties and attorney’s fees in Chapter 146 - Taxation.

Motion – Motion to accept second reading with the following changes Chapter 146 - Taxation – Council Member Mais

Second – Council Member Merritt

Discussion – Chair Bill Weistling noted the changes for the second reading of Chapter 146 – Taxation was inserting Section 1 – Real Estate Tax, section a, b, c, d, e and renumber the remaining sections in Article 1. **Synopsis** – this amendment is to include collection of real estate taxes, penalties and attorney’s fees in Chapter 146 – Taxation.

Council Poled: Council Members Mais, Lee, Merritt, Langan, Carmean and Williams – Ayes

Vote: (6-0)

- **Charter and Ordinance** – Council Member Mais read the proposed first reading Chapter 120 – Property Maintenance – Council Member Mais

*Approved First Reading – July 22, 2016
Proposed Second Reading – August 26, 2016*

Chapter 120 – Property Maintenance

Existing:

§ 120-2. Surface water and stormwater management.

In an attempt to reduce the discharge of pollutants and sediment in surface water and stormwater runoff and in an attempt to control erosion of the banks and waterways within the Town, the Town Council has adopted the following section.

A. Roof drainage system (RDS). Any equipment and/or facilities, including, but not limited to, gutters, downspouts, and piping, that are used for the purpose of transporting and disposing of roof rainwater.

1. Roof drainage systems on all new construction and/or on substantial improvements to existing properties ***shall not*** extend into the front or rear setbacks and shall not be located closer than five feet from the side property line.
2. Roof drainage systems on all new construction and/or on substantial improvements to existing properties shall not extend into canals, lagoons or bay waters.
3. Roof drainage systems existing at the time of enactment of this section shall be considered grandfathered and shall be permitted to remain. Said existing roof drainage systems, including sections or parts thereof that drain into canals, lagoons or bay waters, may be repaired and maintained. However, roof drainage systems grandfathered hereby shall not be enlarged or remodeled in any manner to include new or additional piping ***whereby additional drainage into canals, lagoons or bay waters will occur.***

Proposed:

Insert the following new subparagraph A. to § 120-2.; re-letter existing subparagraph A. as subparagraph B. and make additional, identified changes to said subparagraph; and re-letter all following subparagraphs in § 120-2, as necessary:

- A. **In the following situations, a professionally engineered drainage plan shall be part of any application for a building permit:**
1. **All new construction;**
 2. **All substantial improvements that affect property drainage; and/or _____**
 3. **All improvements that affect property drainage.**

Whether or not an improvement affects property drainage, so as to require a professionally engineered drainage plan, shall be decided in the reasonable exercise of the Building Official's sound judgment. Any person aggrieved by a decision of the Building Official made pursuant to this §120-2 has the right to appeal to the Town Council within 15 days of receipt of the Building's Official's decision, by giving written notice of his or her election to do so to the office of the Town Manager and upon payment of a fee as set by resolution of the Town Council from time to time. The Town Manager shall notify the Secretary of the Town Council and shall transmit to the Secretary all the papers constituting the record upon which the decision appealed from was taken. Town Council shall set a date, time and place for the hearing of the appeal, which time and date may be at a regular Town Council meeting or a special meeting of the Town Council, so long as the applicable notice and time requirements may be met. Notice of the appeal and scheduling of the appeal before Town Council shall be sent to the appellant at least 15 days prior to the hearing date. In the event of such an appeal, enforcement and construction activities are stayed until a decision has been reached by Town Council. Any decision made by Town Council is final.

- B. Roof drainage system (RDS). Any equipment and/or facilities, including, but not limited to, gutters, downspouts, and piping, that are used for the purpose of transporting and disposing of roof rainwater.
1. Roof drainage systems on all new construction and/or on substantial or other improvements affecting property drainage to existing properties may extend into the front or rear setbacks and shall not be located closer than five feet from the side property line.
 2. Roof drainage systems on all new construction and/or on substantial or other improvements affecting property drainage to existing properties shall not extend into canals, lagoons or bay waters unless properly engineered. No direct piping will be permitted.
 3. Roof drainage systems existing at the time of enactment of this section shall be considered grandfathered and shall be permitted to remain. Said existing roof drainage systems, including sections or parts thereof that drain into canals, lagoons or bay waters, may be repaired and maintained. However, roof drainage systems grandfathered hereby shall not be enlarged or remodeled in any manner to include new or additional piping which would directly drain into canals, lagoons or bay waters.

Existing:

§ 120-3. Written notice of violation.

In the event any lot owner shall fail to comply with § 120-1A, 120-1B, 120-2A or 120-2B hereof, he shall be given written notice, by certified mail, return receipt requested, of the violation, which notice shall specify the action necessary to correct the violation. The owner shall be required to take the corrective action to remedy a violation of § 120-1A, 120-2A or 120-2B within 30 days of such notice. The owner shall be required to take the corrective action to remedy a violation of § 120-1B within 10 days of such notice.

Proposed:

§ 120-3. Written notice of violation.

In the event any lot owner shall fail to comply with § 120-1A, 120-1B, 120-2A or 120-2B hereof, he shall be given written notice, by certified mail, return receipt requested, of the violation, which notice shall specify the action necessary to correct the violation. The owner shall be required to take the corrective action to remedy a violation of § 120-1A, 120-2A, 120-2B or 120-2C within 30 days of such notice. The owner shall be required to take the corrective action to remedy a violation of § 120-1B within 10 days of such notice.

Existing:

§ 120-4. Failure to comply with notice.

C. As to a violation of § 120-2A or B, the authority, but not the obligation, to take such steps as it deems necessary to cure the violation, including the option of hiring a professional and licensed contractor to perform the curative work necessary, which shall be done at the expense of the owner. The Town shall

also have the authority to impose a monetary fine in the amount of \$500 for each thirty-day period in which the violation is not cured.

Proposed:

§ 120-4. Failure to comply with notice.

- C. As to a violation of **§ 120-2A, B or C**, the authority, but not the obligation, to take such steps as it deems necessary to cure the violation, including the option of hiring a professional and licensed contractor to perform the curative work necessary, which shall be done at the expense of the owner. The Town shall also have the authority to impose a monetary fine in the amount of \$500 for each thirty-day period in which the violation is not cured.

Re-number remaining section.

Motion – Motion made to accept, with the following changes, the second reading Chapter 120 – Property Maintenance – Council Member Mais

Second – Council Member Merritt

Discussion – Council Member Carmean noted as you work through this ordinance changes, she needs to note that her neighbor fixed all the drainage situations which included a swale, some underground drains, etc. Now that everything is working the neighbor has decided they have too much stormwater that is not draining from their property. What penalties are included for people who have the engineered stormwater arrangement and then decide to change it? Chair Weistling stated that this was not something that was addressed but something that could be looked at. With that, Chair Weistling proposed an amended proposed second reading – Chapter 120 – Property Maintenance.

- **Charter and Ordinance** – Council Member Weistling read the **Amended proposed second reading Chapter 120 – Property Maintenance** – Council Member Weistling

Approved First Reading – July 22, 2016

Approved Second Reading – August 26, 2016

Amended Proposed Second Reading – August 26, 2016

Chapter 120 – Property Maintenance

Existing:

§ 120-2. Surface water and stormwater management.

In an attempt to reduce the discharge of pollutants and sediment in surface water and stormwater runoff and in an attempt to control erosion of the banks and waterways within the Town, the Town Council has adopted the following section.

A. Roof drainage system (RDS). Any equipment and/or facilities, including, but not limited to, gutters, downspouts, and piping, that are used for the purpose of transporting and disposing of roof rainwater.

- 4. Roof drainage systems on all new construction and/or on substantial improvements to existing properties ***shall not*** extend into the front or rear setbacks and shall not be located closer than five feet from the side property line.

5. Roof drainage systems on all new construction and/or on substantial improvements to existing properties shall not extend into canals, lagoons or bay waters.
6. Roof drainage systems existing at the time of enactment of this section shall be considered grandfathered and shall be permitted to remain. Said existing roof drainage systems, including sections or parts thereof that drain into canals, lagoons or bay waters, may be repaired and maintained. However, roof drainage systems grandfathered hereby shall not be enlarged or remodeled in any manner to include new or additional piping whereby additional drainage into canals, lagoons or bay waters will occur.

Proposed:

Insert the following new subparagraph A. to § 120-2.; re-letter existing subparagraph A. as subparagraph B. and make additional, identified changes to said subparagraph; and re-letter all following subparagraphs in § 120-2, as necessary:

- D. **In the following situations, a professionally engineered drainage plan shall be part of any application for a building permit:**
 4. **All new construction;**
 5. **All substantial improvements that affect property drainage; and/or**
 6. **All improvements that affect property drainage.**

Whether or not an improvement affects property drainage, so as to require a professionally engineered drainage plan, shall be decided in the reasonable exercise of the Building Official's sound judgment. Any building permit applicant aggrieved by a decision of the Building Official made pursuant to this §120-2 has the right to appeal to the Town Council within 15 days of receipt of the Building's Official's decision, by giving written notice of his or her election to do so to the office of the Town Manager and upon payment of a fee as set by resolution of the Town Council from time to time. The Town Manager shall notify the Secretary of the Town Council and shall transmit to the Secretary all the papers constituting the record upon which the decision appealed from was taken. Town Council shall set a date, time and place for the hearing of the appeal, which time and date may be at a regular Town Council meeting or a special meeting of the Town Council, so long as the applicable notice and time requirements may be met. Notice of the appeal and scheduling of the appeal before Town Council shall be sent to the appellant at least 15 days prior to the hearing date. In the event of such an appeal, enforcement and construction activities are stayed until a decision has been reached by Town Council. Any decision made by Town Council is final.

- E. Roof drainage system (RDS). Any equipment and/or facilities, including, but not limited to, gutters, downspouts, and piping, that are used for the purpose of transporting and disposing of roof rainwater.
 4. Roof drainage systems on all new construction and/or on substantial **or other** improvements **affecting property drainage** to existing properties **may** extend into the front or rear setbacks and shall not be located closer than five feet from the side property line.
 5. Roof drainage systems on all new construction and/or on substantial **or other** improvements **affecting property drainage** to existing properties shall not extend into canals, lagoons or bay waters **unless properly engineered. No direct piping will be permitted.**
 6. Roof drainage systems existing at the time of enactment of this section shall be considered grandfathered and shall be permitted to remain. Said existing roof drainage systems,

including sections or parts thereof that drain into canals, lagoons or bay waters, may be repaired and maintained. However, roof drainage systems grandfathered hereby shall not be enlarged or remodeled in any manner to include new or additional piping which would directly drain into canals, lagoons or bay waters.

Existing:

§ 120-3. Written notice of violation.

In the event any lot owner shall fail to comply with § 120-1A, 120-1B, 120-2A or 120-2B hereof, the property owner shall be given written notice, by certified mail, return receipt requested, of the violation, which notice shall specify the action necessary to correct the violation. The property owner shall be required to take the corrective action to remedy a violation of § 120-1A, 120-2A or 120-2B within 30 days of such notice. The property owner shall be required to take the corrective action to remedy a violation of § 120-1B within 10 days of such notice.

Proposed:

§ 120-4. Written notice of violation.

In the event any lot owner shall fail to comply with § 120-1A, 120-1B, 120-2A or 120-2B hereof, the property owner shall be given written notice, by certified mail, return receipt requested, of the violation, which notice shall specify the action necessary to correct the violation. The property owner shall be required to take the corrective action to remedy a violation of § 120-1A, 120-2A, 120-2B or 120-2C within 30 days of such notice. The property owner shall be required to take the corrective action to remedy a violation of § 120-1B within 10 days of such notice.

Existing:

§ 120-4. Failure to comply with notice.

C. As to a violation of § 120-2A or B, the authority, but not the obligation, to take such steps as it deems necessary to cure the violation, including the option of hiring a professional and licensed contractor to perform the curative work necessary, which shall be done at the expense of the owner. The Town shall also have the authority to impose a monetary fine in the amount of \$500 for each thirty-day period in which the violation is not cured.

Proposed:

§ 120-5. Failure to comply with notice.

F. As to a violation of § 120-2A, B or C, the authority, but not the obligation, to take such steps as it deems necessary to cure the violation, including the option of hiring a professional and licensed contractor to perform the curative work necessary, which shall be done at the expense of the owner. The Town shall also have the authority to impose a monetary fine in the amount of \$500 for each thirty-day period in which the violation is not cured.

Re-number remaining section.

Motion – Motion to accept the proposed amended proposed second reading Chapter 120 – Property Maintenance – Council Member Mais

Second – Council Member Merritt

Discussion - None

Council Poled: Council Members Mais, Lee, Merritt, Langan, Carmean, Williams – Ayes

Vote: (6-0)

- **Beach Committee** – Nothing to report. T-shirts for sale for \$10.00 in the back of the town hall. Captain Ferry noted at their last meeting discussions covered expenditures, costs, donations and the upcoming Fenwick Freeze.
- **Environmental Committee** – Chair Mary Ellen Langan – meeting cancelled and new date has not been rescheduled.
- **Technology Committee** – The next meeting will be in the fall. TBD.
- **Business Development Committee** – Next meeting scheduled for September.
- **Ad hoc Election Committee** – Council Member Lee – Wanted to thank Public Works for all their work on the dune crossing. Very pleased with the workshop and addressing the voting issues for residence. Thank you Audrey Serio and the Board of Election for a job well done and thank you to Town Clerk Poole for all her hard work and long hours heading up to the election.
- **Planning Commission** – Next meeting with updates. TBD.
- **Old Business** – None.
- **New Business** – Council Member Lee announced that beginning next month she will be holding “Town Talks”. The first Town Talk will be September 23rd at 5:30 p.m. Each meeting will have a theme to discuss the positives. The first topic is the beach.

PUBLIC PARTICIPATION

- Lisa Benn – 1306 Bunting Ave. – Under the Parks & Recreation Budget would council consider adding an additional larger bike rack? Mayor Langan acknowledged.
- Vicki Carmean – 38 Ebb Tide Cove – Need to address the median strips. Contract has expired and they are an embarrassment to the Town. Council Member Carmean given permission to look into the cleaning and maintenance of the median strips.
- Bill Weistling – 7 Indian St. – In reference to Council Member Carmean comments on the median strips, they are very dense and visibility is very difficult. He suggested leaving the trees (trimmed back) and just put in some kind of ground cover with low maintenance. This would save the town a considerable amount of money. Mayor Langan acknowledged that its’ very difficult to see pedestrians crossing the highway due to the trees.
- Sally Craig – 1700 Coastal Highway – The pedestrian crossing are so dangerous in town. Is there anyway the town can do something to increase the awareness of people in the crosswalks. Chief Boyden stated that if people are in the crosswalk, cars must yield to the pedestrian in the walkway. The problem being it’s a state highway. The biggest issue is the vegetation blocking visibility of people in the median. Council Member Mais added the safest thing to do is go to a light and cross at the crosswalks.
- Jim Simpson – 1 E. Lewis St. – On Bunting Avenue, people are using the poop bag stations, however they are just dropping it on the ground and in peoples driveway. Public Works Supervisor Reed added that he would look into putting a small waste can at each bag station. Mayor Langan asked Public Works Supervisor Reed to get some prices on trash cans. The town also has issues with plastic bottles and trash from Dairy Queen.

- Pete Frederick – 1605 Bunting Ave. – Asked about the status of the branding discussions. Mayor Langan stated it's been put back with Business Development Committee to see what was recommended and get back to council. Nothing has been done, next Business Development Meeting will be in September. His concern if the town decides to go ahead with the branding for \$5,000 and expect the state to match \$5,000, there is a follow up commitment. Council should determine at that time what funding will follow up the commitment and be included in the package. Mayor Langan agreed.
- Lynn Andrew – 1205 N. Schulz – Added a reminder of the Beach Clean Up, September 17th on Dagsboro Street at 9:00 a.m.
- Mark Tingle – 1605 Coastal Highway – Wanted to address why a town lifeguard got a ticket for parking at the beach ends at 9:30 p.m. Police Boyden stated the permits issued to the lifeguards are for assigned lifeguard parking for working hours only. This does not include anywhere else in town.

UPCOMING MEETINGS AND EVENTS

Mayor Langan announced the following upcoming meetings and events as follows:

- | | | | |
|----|---------|------------|---|
| a. | Sept 1 | 10:00 a.m. | Council Workshop – Town voting/election regulations |
| b. | Sept 5 | Labor Day | Town Hall Closed |
| c. | Sept 6 | 9:30 a.m. | Charter and Ordinance Committee Meeting |
| d. | TBD | 2:30 p.m. | Environmental Committee Meeting |
| e. | TBD | 2:00 p.m. | Business Development Meeting |
| f. | TBD | 10:30 a.m. | Technology Committee Meeting |
| g. | Sept 23 | 3:30 p.m. | Regular Council Meeting |

Motion to Adjourn – Council Member Merritt

Second – Council Member Mais

Discussion – None

Vote – (7-0)

Meeting adjourned at 4:38 p.m.

**Transcribed by Linda Poole, Town Clerk
for Council Member Diane Tingle, Secretary*