MINUTES  
Dewey Beach Town Commissioners Meeting  
Dewey Beach Lifesaving Station  
#1 Dagsworthy Avenue  
Dewey Beach, DE. 19971  
Saturday, November 12, 2016  
9:00A.M.

Convene Town Commissioners Meeting 9:00A.M.

Opening Ceremonies/Roll Call/Pledge/Moment of Silence Audio Recording Mark (ARM): 00:05 Present: Commissioner Riordan, Commissioner Persinger, Commissioner Hanson, Commissioner Dunmyer, Mayor Cooke, Town Solicitor Fred Townsend, Town Manager Marc Appelbaum

Adoption of Agenda ARM: 02:31-Motion by Commissioner Hanson to adopt the agenda with the alteration of moving agenda item number 13 to “Announcements and Updates”. Seconded by Commissioner Dunmyer. The vote carried unanimously.

Approval of October 8, 2016 Executive Session Minutes ARM:03:21 - Motion by Commissioner Dunmyer to approve the October 8, 2016 Town Commissioner Meeting Minutes. Seconded by Commissioner Hanson. The vote carried unanimously.

Approval of October 8, 2016 Town Commissioner Meeting Minutes ARM: 04:19-Motion by Commissioner Hanson to approve the October 8, 2016 Town Commissioner Meeting Minutes. Seconded by Commissioner Persinger. The vote carried unanimously.

Announcements and Updates: ARM: -04:36
- Dewey Goes Pink Update by Town Manager Marc Appelbaum
- Rehoboth Jazz Festival Update by Town Manager Marc Appelbaum
- Accommodations Tax update Update by Town Manager Marc Appelbaum
- Winter Watch Update by Mayor Cooke
- Dewey Beach Enterprise ground breaking Update by Mayor Cooke and Bill Lower of Dewey Beach Enterprise
- Update on town finances Update by Town Manager Marc Appelbaum
- Children and Families First Event Announcement by Laura Rimmer of Children and Families First
- Beach replenishment Update by Mayor Cooke and Town Manager Marc Appelbaum
- Holiday Decorations Update by Mayor Cooke and Town Manager Marc Appelbaum

Agenda:

1. Discuss and possibly vote on Committee procedures. ARM: 27:53-Motion by Commissioner Dunmyer to adopt Committee Procedures and Responsibilities. Seconded by Commissioner Hanson. The vote carried unanimously.

2. a. Discuss and possibly vote to continue the Trash and Recycling Committee. ARM: -33:21
b. Discuss and possibly vote to appoint/reappoint Trash and Recycling Committee members.
c. Discuss and possibly vote to appoint a Commissioner Liaison to the Trash and Recycling Committee.
d. Discuss and possibly vote to approve Trash and Recycling Committee area of focus.

Motion by Commissioner Dunmyer to continue the Trash and Recycling Committee, accept the committee members, committee chair, commissioner liaison, and the committee area of focus as listed. Seconded by Commissioner Hanson. The vote carried unanimously.

3. a. Discuss and possibly vote to continue the Comprehensive Development Plan Committee.
b. Discuss and possibly vote to appoint/reappoint Comprehensive Development Plan Committee members.
c. Discuss and possibly vote to appoint a Commissioner Liaison to the Comprehensive Development Plan Committee.
d. Discuss and possibly vote to approve Comprehensive Development Plan Committee area of focus. ARM: 42:26

Motion by Commissioner Dunmyer to continue the Comprehensive Development Plan Committee, approve the Comprehensive Development Plan Working Group and Comprehensive Development Plan Committee (committee members Elaine Bole, Dave Davis, Jim Dedes, Julie Johnson, Steve Judge, Jimmy O’Connor, Mark Richardson, Larry Silver, and Kay Sullivan), to approve the Town Planner Chris Fazio, approve the Ad Hoc Members Jim Tyler and Rob Marshall, approve the Commissioner Liaisons Mike Dunmyer and Gary Persinger. Motion to leave the focus open until the November 19, 2016 Comprehensive Development Plan Meeting. Seconded by Commissioner Persinger. The vote carried unanimously.

4. a. Discuss and possibly vote to continue the Infrastructure Committee.
b. Discuss and possibly vote to appoint/reappoint Infrastructure Committee members.
c. Discuss and possibly vote to appoint a Commissioner Liaison to the Infrastructure Committee.
d. Discuss and possibly vote to approve Infrastructure Committee area of focus. ARM: 2 of 2

Motion by Commissioner Persinger to continue the Infrastructure Committee, accept the committee members, committee chair, and commissioner liaison. To accept the committee area of focus with alteration to number 2 to state “recommend to Town Council ways to mitigate”. Seconded by Commissioner Hanson. The vote carried unanimously.

5. a. Discuss and possibly vote to continue the Audit Committee.
b. Discuss and possibly vote to appoint/reappoint Audit Committee members.
c. Discuss and possibly vote to appoint a Commissioner Liaison to the Audit Committee.
d. Discuss and possibly vote to approve Audit Committee area of focus.
ARN: 20:18 2 of 2

Motion by Commissioner Dunmyer to continue the Audit Committee, accept the committee members, committee chair, commissioner liaison, and the committee area of focus with the addition of language to state “to be consistent with Section 17 of the Town Charter”. Seconded by Commissioner Persinger. The vote carried unanimously.

6. a. Discuss and possibly vote to continue the Marketing Committee.
b. Discuss and possibly vote to appoint/reappoint Marketing Committee members.
c. Discuss and possibly vote to appoint a Commissioner Liaison to the Marketing Committee.
d. Discuss and possibly vote to approve Marketing Committee area of focus.

ARN: 39:28 2 of 2

Motion by Commissioner Hanson to continue the Marketing Committee, accept the committee members, committee chair, and commissioner liaison. To accept the
committee area of focus to alter it to state “focus on enhancing a positive town image”. Seconded by Commissioner Persinger. The vote carried unanimously.

7. a. Discuss and possibly vote to continue the Investment Committee.
   b. Discuss and possibly vote to appoint/reappoint Investment Committee members.
   c. Discuss and possibly vote to appoint a Commissioner Liaison to the Investment Committee.
   d. Discuss and possibly vote to approve Investment Committee area of focus.
   ARM: 42:26 2 of 2-Motion by Commissioner Dunmyer to continue the Investment Committee, accept the committee members, committee chair, and commissioner liaison. To accept the committee area of focus with alteration to state “Performance tracking and collaboration with the towns Investment Manager”. Seconded by Commissioner Riordan. The vote carried unanimously.

8. Discuss and develop a single source residential trash and recycling provider and consider reaching consensus on:
   - Exemptions, valet service, timing, rate structure, and authorize Town Manager to work with the Mayor and Trash and Recycling Committee Chair to prepare a draft contract to present at the December meeting.
   - Determine best process to communicate with property owners and the community.
   ARM: -Update and PowerPoint presentation by Trash and Recycling Committee chair, Debbie Knight. Conversation followed. A draft contract will be presented at the December Town Commissioners Meeting.

9. Review of Residential Rental License application and processes. Discuss and consider next steps to include possible future revisions of:
   - Fees; Inspections/Affidavits; Yearly rentals exempt from Accommodation Tax; Occupancy limits and penalties; Trash and Recycling.
   ARM: 1:03:08 2 of 2-Discussion among Commissioners and Town Manager Marc Appelbaum. General consensus among the Commissioners for residential rental property owners to complete an affidavit when completing the rental application. A draft affidavit and revised residential rental license application will be presented at the December Town Commissioner Meeting.

10. Review of Business License application and processes. Discuss and consider next steps to include possible future revisions of:
    - Fees; Timing; Cab limit; Busses; Better define real estate agent obligations; One day license; Review of fire marshal occupancy for in town businesses; Transportation Network Providers.
    ARM: conversation continued from item number 9 into this topic-Discussion among Commissioners and Town Manager Marc Appelbaum. General consensus among the Commissioners for a draft Ordinance for a one day business license to be presented at the December Town Commissioners Meeting.

11. Conditional Use application and processes. Discuss and consider next steps to include possible future revisions of:
    - Application review; Better define role of Town Manager, Building Official, Planning and Zoning and Town Commissioners; One year review for possible relaxation and/or manner to address violations; Role of 185-82 to recoup fees; Process by which the Town
Manager can forward Conditional Use application requests to Planning and Zoning concurrent with Commissioners; Planning and Zoning being asked to come up with a list of requirements needed when an application is submitted; Planning and Zoning will not schedule a meeting until they have all required items; Review costs to the applicant.
ARM: 1:13:50 2 of 2-Discussion among Commissioners and Town Manager Marc Appelbaum. Town Manager Marc Appelbaum and Commissioner Persinger will work together to review the current Conditional Use requirements listed in the code.

12. Discuss and possibly vote to approve Beach Concession contract. ARM: 1:25:15 2 OF 2-Motion by Commissioner Hanson to approve the Beach Concession contract as presented. Seconded by Commissioner Riordan. The vote carried unanimously.

13. Discuss and possibly vote to approve the purchase of new holiday decorations. Agenda item number 13 was moved to “Announcements and Updates”

14. Discuss Communications
   a. Live streaming of town meetings
   b. Town wide email list
   c. Additional thoughts regarding communications
      ARM: 1:33:31 2 of 2-Discussion among Commissioners. Commissioner Riordan and Commissioner Persinger will work with Town Solicitor Fred Townsend to determine the publicity of email addresses gathered by the town.

15. Public Comments Comments

16. Commissioner Comments: Comments
   a. Commissioner Gary Persinger
   b. Commissioner Mike Dunmyer
   c. Commissioner Diane Hanson
   d. Commissioner Courtney Riordan
   e. Mayor Dale Cooke

17. Adjourn Town Commissioner Meeting Motion to adjourn by Commissioner Riordan. Seconded by Commissioner Persinger. The vote carried unanimously.