MINUTES
Town Commissioners Meeting
at the Dewey Beach Lifesaving Station
#1 Dagsworthy Avenue, Dewey Beach, DE 19971
Saturday, December 10, 2016
9:00 A.M.

Convene Town Commissioners Meeting 9:00 A.M.

Opening Ceremonies: Pledge/Moment of Silence/Roll Call Audio Recording Mark (ARM): Audio 1 of 2: 00:06- Present: Commissioner Riordan, Commissioner Persinger, Commissioner Hanson, Town Solicitor Fred Townsend, Town Manager Marc Appelbaum. Absent: Mayor Cooke. Commissioner Hanson chaired the meeting

Adoption of Agenda (ARM): Audio 1 of 2: 01:32- Motion by Commissioner Dunmyer to adopt the agenda. Seconded by Commissioner Persinger. The vote carried unanimously.

Approval of November 12, 2016 Town Commissioner Meeting Minutes (ARM): Audio 1 of 2: 02:00- Motion by Commissioner Riordan to approve the November 12, 2016 Town Commissioner Meeting Minutes. Seconded by Commissioner Dunmyer. The vote carried unanimously.

Approval of November 19, 2016 Town Commissioner Meeting Minutes (ARM): Audio 1 of 2: 02:20- Tabled until the January Town Commissioner Meeting.

Announcements and Updates: (ARM): Audio 1 of 2: 02:26
- Discuss status of the Comprehensive Development Plan review Update by Commissioner Dunmyer
- Update of the Chesapeake Street lawsuit Update by Town Solicitor Fred Townsend
- Holiday Festivities Update by Commissioner Hanson

Regular Agenda:

1. Discuss and possibly vote to approve a single vendor for a trash and recycling contract (licensing agreement) subject to amendments to the Dewey Beach Code of Ordinances. (ARM): Audio 1 of 2: 06:29- No vote. Town Solicitor Fred Townsend will continue to work with the Waste Industries attorney regarding the draft contract. Town Solicitor Fred Townsend will begin to work on draft ordinances dependent on the outcome of the December 12th meeting with Waste Industries attorney. Commissioner Dunmyer will communicate with the Trash and Recycling Committee regarding communication to homeowners.
   a. Discuss our residents’ trash and recycling obligations for next year
   b. Discuss next steps including requisite amendments to licensing and town ordinances.
   a. Discuss a plan for communicating proposed obligations to the community
   b. Define action items required for the January Commissioners’ meeting

2. Discuss any and all possible changes to be considered regarding Town’s residential and commercial rental licenses that we may want to bring to our January meeting. (ARM): Audio 1 of 2: 37:02- Town Manager Marc Appelbaum opened the discussion. General consensus among Commissioners for the “non-rental declaration” language to be removed from the residential rental license application. General consensus among Commissioners regarding the rental license safety certification affidavit to move the language of “rental property lease and advertisement cannot exceed occupancy limit” from optional items to a requirement, to not require notarization of the affidavit, remove “Waste Industries” language, to change the language of “battery operated smoke detector” to “operational smoke detector” only if the language is not in State Code, and to check the availability of a disorderly house pamphlet (as stated in the affidavit).

3. Discuss any and all proposed modifications to the Town’s business license [application form?] to establish action items the January Commissioners’ meeting. (ARM): Audio 1 of 2: 1:14:52- Town Manager Marc Appelbaum opened the discussion. General consensus among Commissioners to remove non-summer holidays in §71-7 of the Town of Dewey
Beach Code. General consensus among the Commissioners to make the following changes in Chapter 117 of the Town of Dewey Beach Code: 117-2: strike “additionally, all property owners who do not rent shall be required to file a certification that the owner does not rent or lease their property”. 117-4 A: change the word “shall” to “retain the right to”. 117-9: change “registered mail” to “verifiable mail”. 117-12: all payments are due by March 1st, there will be no grace period, and the business license sticker must be posted by March 14th. 117-13(B)(1) obtain an official definition for a “bedroom”.

General consensus to look into a method of raising business license fees every 5 years. General consensus to remove Attachment A and Attachment B, and replace with one basic certification form. Commissioner Persinger and Town Manager Marc Appelbaum will work on modifying the information and creating a new form.

4. **Discuss timing and process to approve the town budget for next year.** (ARM): Audio 2 of 2: 09:47- Overview by Town Manager Marc Appelbaum. Commissioner Riordan will talk to the Audit Committee to see if they are interested in having a role in the process.

5. **Discuss and possibly vote to approve a process to get a town-wide survey completed regarding Public Right of Way.** (ARM): Audio 2 of 2: 26:59- General consensus among Commissioners for Town Manager Marc Appelbaum to move forward with getting a bid out for having a survey done regarding Public Right of Way.

6. **Town Manager update** (ARM): Audio 2 of 2: 37:02- Updates by Town Manager Marc Appelbaum
   - 911 addressing: Commissioners would like Town Manager and staff to enforce homeowners to post the correct address number on their house
   - Beach replenishment
   - Alderman Court: Town Manager has asked Commissioners to look into appointments for next year, as the current terms will be expiring this coming spring
   - Parking Citation Software
   - Staffing finance
   - Committees: Town Manager has asked Commissioners to relay to their Committee (as Liaison) to ensure they have submitted minutes for each of their meetings, and that they are up to date on the town website
   - Maintenance log

7. **Discuss initiative for proactive program by Town to increase participation by town electorate in major policy decisions.** (ARM): Audio 2 of 2: 48:45- Overview by Commissioner Persinger. Commissioner Persinger and Commissioner Riordan will communicate with Town Hall to review what means of communications are currently in place.

8. **Discuss marketing committee initiatives.** (ARM): Audio 2 of 2: 1:09:08- Overview by Commissioner Hanson.


10. **Town Commissioner Comments:** (ARM): Audio 2 of 2: 1:23:53-
    - Commissioner Persinger Comments
    - Commissioner Dunnrey No Comments
    - Commissioner Hanson Comments
    - Commissioner Riordan No Comments
    - Mayor Cooke Absent