

**MAYOR AND COMMISSIONERS MEETING
CITY OF REHOBOTH BEACH**

November 18, 2011

The Regular Meeting of the Mayor and Commissioners of the City of Rehoboth Beach, was called to order at 7:03 p.m. by Mayor Samuel R. Cooper on Friday, November 18, 2011 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

City Solicitor Glenn Mandalas gave the invocation that was followed by the Pledge of Allegiance.

ROLL CALL

Present:	Commissioner	Bill Sargent
	Commissioner	Pat Coluzzi
	Commissioner	Kathy McGuiness
	Mayor	Samuel R. Cooper
	Commissioner	Stan Mills
	Commissioner	Lorraine Zellers
	Commissioner	Mark Hunker

Also in attendance were: City Manager Gregory Ferrese
City Solicitor Glenn Mandalas

APPROVAL OF AGENDA

Commissioner Stan Mills made a motion, seconded by Commissioner Bill Sargent, to approve the Agenda as presented. Motion carried unanimously.

CORRESPONDENCE

There was none.

APPROVAL OF MINUTES

Minutes of the October 11, 2011 Workshop Meeting, October 21, 2011 Regular Meeting and November 7, 2011 Workshop Meeting were distributed prior to the meeting.

Commissioner Mills made a motion, seconded by Commissioner Lorraine Zellers, to approve the October 11, 2011 Mayor and Commissioners Workshop Meeting minutes as written. Motion carried unanimously.

Commissioner Mills made a motion, seconded by Commissioner Zellers, to approve the October 21, 2011 Mayor and Commissioners Regular Meeting minutes as written. Motion carried unanimously.

Commissioner Mills made a motion, seconded by Commissioner Zellers, to approve the November 7, 2011 Mayor and Commissioners Workshop Meeting minutes as written. Motion carried unanimously.

REPORT OF THE POLICE DEPARTMENT

(See attached report.)

Police Chief Keith Banks presented the report of the Police Department for the month of October 2011. There were 38 criminal, 191 traffic and five civil charges made during the month. Thirteen traffic crashes were investigated. During the Prescription Drug Take Back Program last month, 88 pounds were collected which was a good response considering the heavy rains. The Christmas Tree lighting will occur on November 25, 2011 at the Bandstand. The Dispatch Center handled 248 police incidents, 207 ambulance incidents, 56 fire incidents, 176 traffic stops, assisted other agencies eight times during the month, and 9-1-1 calls totaling 418 were received.

REPORT OF REHOBOTH BEACH VOLUNTEER FIRE COMPANY

There was nothing to report.

REPORT OF THE BUILDING AND LICENSING DEPARTMENT

(See attached report.)

Chief Building Inspector Terri Sullivan presented the report of the Building & Licensing Department for

October 2011. During the month, 77 permits were issued for a value of work totaling \$2,305,921.61. Fees collected totaled \$47,891.81 for the month. Seventy-seven permit processing fees were received in the amount of \$1,540.00. No restaurant applications were received in October. Two stop work orders were issued for contractors working without licenses. Three notices of violation were issued for signs on City property. One notice of violation was issued for a dumpster without barriers. Two notices of violation were issued for defacing of a sidewalk. Three notices of violation were issued for obstructions on sidewalks. Four notices of violation were issued for patio speakers. Four notices of violation were issued for temporary banners. One notice of violation was issued for a blinking sign. One notice of violation was issued for putting trash out too early. One notice of violation was issued for music playing over the sidewalk. Nine notices of violation were issued for free standing signs. Two notices of violation were issued for sidewalks in disrepair. The Board of Adjustment heard one case in October. Ms. Sullivan provided a solar panel monitoring report for 306 Rehoboth Avenue as of November 2011. The report consisted of monthly kilowatt hour usage, monthly kilowatt hours produced, monthly CO₂ reduction, average daily kilowatt hours used and temperature, and the average daily kilowatt hours produced for July, August and September 2011. Graphs attached to the report showed the energy supplied as well as the CO₂ reduction for July through September 2011. The CO₂ reduction since December 2010 is 7,678.64 kilograms. Letters are being sent out for street addressing for 9-1-1 purposes. Mr. Bobby Edmonds, Code Enforcement Officer, had put together a list of the addresses of all the residences and businesses in the City that are currently not displaying numbers or cannot be easily seen.

REPORT OF THE PLANNING COMMISSION

Chairman Preston Littleton presented the report of the Planning Commission. The Special Meeting was held on October 24, 2011. Continuation of a Public Hearing was conducted on an amended application requesting the partitioning of a property located at 2 St. Lawrence Street. Following extensive discussion and review of information related to this application and the closure of the Public Hearing, a Resolution to deny approval of this application was duly made. Before voting on the motion, the Planning Commission reviewed and updated its Findings of Facts relative to this application which, in addition to other facts in the record, support the decision to deny the Applicant's request for partitioning of land regarding 2 St. Lawrence Street. The Planning Commission received reports from the Building Inspector indicating that all conditions set forth by the Planning Commission relative to the applications for 807 King Charles Avenue, 36 Columbia Avenue, 2 Oak Avenue and 80 Kent Street have been completed, and final approvals were made.

Mayor Cooper noted that with regard to the denial of the 2 St. Lawrence Street partitioning, an appeal has been filed to the Board of Commissioners. City Solicitor Mandalas commented that the Commissioners are to hold an appeal hearing within 60 days or as soon as practical thereafter. The Applicant has asked for additional time as to when the Commissioners can make a determination as practical.

OLD BUSINESS

Mayor Cooper called to discuss implementation strategies for the City's 2010 Comprehensive Development Plan.

Commissioner Mark Hunker reported that he will work on finalizing something in regard to the "grid". After all comments are received from the Commissioners, he will send it out so the Commissioners can champion the items they would like to address.

NEW BUSINESS

Mayor Cooper called to discuss with the Chairman of the Planning Commission selected Comprehensive Development Plan (CDP) items to assist the Board of Commissioners in determining future action on those actions.

Commissioner Mills noted that the Commissioners have identified five items from the Executive Summary of the CDP. Those items are: 1. Prepare a City-wide stormwater management plan. 2. Investigate a City policy of requiring that all municipal facilities, City funded projects and City infrastructure projects be constructed, renovated, operated, maintained and de-constructed using Green Building and Low Impact Development practices. 3. Examine establishing a mixed-use zone allowing a blend of residential and non-residential uses as a means of encouraging the development and re-development of selected commercial areas along major commercial streets. 4. Begin Silver Lake recovery: [Establish] regulatory buffer zones. 5. Review all development regulations. The Board of Commissioners invited Planning Commission representatives, Chairman Preston Littleton and Mr. Patrick Gossett, to give them any needed background and answer any questions so future actions can be determined. The Board's intent was not to go into debate on each of the subjects and come to a conclusion today on the merits of them, but to educate themselves, get background and

ask questions so that the Commissioners can put things on future agendas to decide whether items would be referred to the Planning Commission or leave them in-house. Beyond the condensed five items within the Executive Summary of the CDP, there is a significant amount of discussion and clarification information in the body of the CDP. Commissioner Mills suggested looking at the items individually with the understanding that they intertwine. He started with Item No. 2: Investigate a City policy of requiring that all municipal facilities, City funded projects and City infrastructure projects be constructed, renovated, operated, maintained and deconstructed using Green Building and Low Impact Development practices. This item is referred to on page 12 of the Executive Summary, in Chapter 6.0 – Rehoboth’s Parks and Landscapes in the CDP, and in Section 6.3 – The Built Landscape, Green Building is defined.

Chairman Littleton provided an overview of how the items came about which were included in the CDP. The entire CDP is a concept of “green” environmental protection. Even though what is being talked about is what the City should do for its own building, it can be found in the CDP what the City should have in terms of regulations relative to individual properties, i.e. stormwater management. In terms of green technology, much of the stormwater would be retained on the property which then would lead into development regulations and whether the City’s regulations promote retaining stormwater on the property. This would then lead into Building & Licensing and what a developer or homeowner is told about the available technology to retain water on the property. Buffer zoning on the lake is also “green”. There is a philosophy that runs through the CDP which incorporates all the items, and the bigger problem is how to incorporate that philosophy throughout the City and throughout the regulations in terms of the Zoning Code. Chairman Littleton has been dealing with the Office of State Planning in connection with the University of Delaware on a sub-regional planning activity. One issue which is constantly being brought up is with builders wanting to use green technology but the codes will not allow it to be done. This would lead into looking at the codes and regulations. It would be much harder to bring the entire philosophy into the principles of how the City operates.

Mr. Patrick Gossett said that one of the best ways for the Commissioners to think about stormwater management and applications is to look at Oak Grove. That subdivision was 1½ to 2 years practice with trying to implement some of the green initiatives and being inventive at times of how the owners of the development were willing to work towards maintaining the tree canopy, stormwater management, and other issues. It was a challenge for the developer and also for the City Solicitor and Building Inspector to make it work through the current set of codes. The Commissioners are able to develop the tools through the codes, changing the codes and developing the codes to make it easier, not only for the City to implement, but to paint a clearer picture for the developer of what they want to do and what they can do. An owner occupied home within the City has a much different perspective and different footprint in the City than a developer would by coming in and building a home or homes, investing and then leaving.

Chairman Littleton said that the Planning Commission has not thought a lot about the issues to be addressed in terms of i.e. what green materials can be used for sidewalks, what code changes may need to be made, etc.

Commissioners Coluzzi thought that a great demonstration project would be to promote a rain garden at the water tower, and it would be very visible to the residents.

Chairman Littleton noted in regard to the Oak Grove subdivision that a permeable walkway has been developed, and rain gardens are built into the development. One of the preambles to why there is a CDP is how to streamline things. Some of these things need to be done faster with less cost to the City and the applicant, and less wear and tear on the Planning Commission. Currently, one of the problems is that Ms. Sullivan is constrained to deal with the Code, and there is no deviating from it. When there is an issue or problem or something that demands more attention, Ms. Sullivan has nowhere to go. When the Commissioners approved the site plan review, it was approved for big projects. In the site plan review, it is stated that “any other site plan referred to the Planning Commission by the Building Inspector” so Ms. Sullivan has the ability to refer the issue to a body, and it then gives the community a chance to hear it and provide input. The CDP provides two ways of how the process happens: 1. Architectural review process. 2. Provide the Building Inspector some relief to be able to talk to somebody other than the Code or the City Solicitor. There are a lot of ways development regulations are written. Some of them are much like the City Code, and others are form-based for development which provides more flexibility. If the Commissioners endorse the review of all development regulations, they will not only be looking at how to them clean up but how to be more innovative and streamline and provide a win-win situation for everyone. The Planning Commission tried to incorporate this philosophy in the Plan. The Commissioners need to sign off on green development and make a commitment of looking more broadly to get green development and energy savings in the City. The starting point for mixed-use zoning is a uniform concern about Wilmington and Baltimore Avenues in particular. The current development appearance of those

blocks, particularly all of Wilmington Avenue and the ocean block of Baltimore Avenue, are not what people thought was good. People who live or have businesses on those blocks have come to the Planning Commission cannot properly develop properties that would fit in with the historic character of the City due to Code regulations. It is very hard in the abstract to talk about what could be developed in an area without have a conceptual model of what would take place. The Plan talks about trying to get community involvement with regard to the two blocks. An economic business assessment would need to take place which would be worked into the plan for the area. The basic concept of mixed-use is the sense of incentive development by using overlay zoning. Mixed-use is currently part of the City Code, but overlay zoning is where a development of a block would be carried out in certain ways, and special exceptions could be made for people who would want to develop their individual properties. If people do not want to develop in accordance with the image for the development of the block, it would be their choice not to; but a more stringent or less flexible plan would need to be followed. Mixed-use zoning is an area where professional expertise is needed. The objective of the Plan is that something needs to be done with Wilmington and Baltimore Avenues.

Commissioner McGuiness said that she knows of someone who owns property in the second block of Wilmington Avenue who wants to do a mixed-use building with retail on the floor below and a possible hotel on the floors above, and she asked if possible credits or streamlining and changing the Code to incorporate green technology would be looked at. Chairman Littleton thought that this would need to be discussed. The Plan talks about assembling body of concerned citizens which would include Main Street, Rehoboth Beach/Dewey Beach Chamber of Commerce and business owners. Fundamental to that is the question of how much commercial development can financially survive in the City. If there is a commitment to revitalizing Wilmington and Baltimore Avenues, part of revitalizing may be more towards residential development in some sections. Mr. Gossett said that the City, Planning Commission, Board of Commissioners or a collective body would need to create a vision of what the streetscape would be, commercial development, residential development, etc. and then build towards that plan. It has to be a comprehensive development approach that is a long range plan. Commissioner McGuiness thought that Wilmington and Baltimore Avenues could be a mirror image of Rehoboth Avenue by extending the streetscape. Chairman Littleton said that the idea of developing is an image which would come from the community. If the inducement is overlay zoning which give people an edge of following through with the vision, it becomes a win-win situation. The fundamental thing is the sustainability of commercial.

Commissioner Sargent said that the Board of Commissioners cannot determine what is economically viable. Entrepreneurs are needed who have an idea that they can put in a facility whether it be residential, retail, etc. and put their money at risk. The Board of Commissioners play a vital role in moving to make it possible to provide or allow something which is imaginative, especially in the "green" area. The Board of Commissioners need to facilitate "green", not mandate it. The person who may want to put up a hotel on Wilmington Avenue would be the one who would call in the experts. It would not be for the City to determine how many more businesses to have. Developers are needed for developing the vision for Wilmington and Baltimore Avenues. Mr. Gossett said that it is the responsibility of the City to have the vision.

Commissioner Hunker said that the City is not behind Wilmington Avenue. There is no plan for fixing the sidewalks, making it completely walkable and making it more approachable to people. There is a plan for Baltimore Avenue. There is no great commitment to Wilmington Avenue. Chairman Littleton said that access to that Avenue through a mid-block access, etc. fits into a conceptual plan. It would make sense to create another Penny Lane development which would increase the foot traffic and viability of the block. The Plan talks about convening business owners, Main Street, Rehoboth Beach/Dewey Beach Chamber of Commerce, experts, planners and the public to talk these things through.

Chairman Littleton said that in regard to the Silver Lake recovery and buffer zoning, the Planning Commission has not recommended what the buffer zoning should be. The City has been proactive with bank improvements to City-owned property such as putting in vegetative buffers, bio-logs, etc. The City has been allowing bulkhead, but what probably needs to be looked at is whether the bulkhead is the right thing to have on a piece of property. The City can control bulkheads through permitting. If dredging of the lake occurs, the State would require easements for control purposes. People need to be educated, encouraged and incentives provided to them so as not to allow fertilizers from lawns to be leached into the lake.

Mr. Gossett said that in regard to Silver Lake, many of the residents have treated it as their front lawn with gazebos, piers, irrigation systems, lawns, chemicals, etc. In regard to ownership rights of the lake, whether it be through quitclaim or riparian rights, there has to be a firm definition of what is going on there. This is the time the Board of Commissioners can look at heeding the call of the citizens around the lake to look at applications for buffer zones, building codes, ecological treatment of ownership of the lake, etc. The concern is the health of

the lake. This is an opportune time to prioritize these things of what is going within the community to pay attention to it.

Commissioner McGuiness said that everything on the list is Code related. Chairman Littleton said that the Planning Commission and the Plan recommend incentives for people to do the right thing.

Commissioner Coluzzi asked if the idea at this point would be to come up with a vision for Baltimore and Wilmington Avenues and then look at what kind of Code changes or overlay zoning could be created to promote that particular vision. She was not opposed to having an urban planner to help the City come up with a vision. Chairman Littleton said that he would first assemble a group of people to include professionals, developers, realtors, etc. to see if someone can start to develop an image. Later the community would be involved and a plan would be developed. The other vision is to know what the property owners would like to do. In regard to stormwater management, the Plan includes, as an appendix, the feedback provided by the State and a contact to provide technical assistance.

Commissioner Mills said that he would like to take some time to read over the items and engage his own interest, prioritize and look at what the time, investment and monetary commitment would be.

Commissioner Sargent said a key point came out that if there are things about Baltimore and Wilmington Avenues which the City can do that would make them more attractive for developers, it would facilitate getting things done such as the sidewalks, streetscape, etc.

Mayor Cooper noted that the City has made a huge investment in time and money with the Rehoboth Avenue streetscape, but it has not made a difference with how people have developed on it such as with the facades of buildings, etc.

Commissioner Coluzzi thought that there might be more interest in Baltimore Avenue if it would be more approachable. Commissioner Sargent said that if the sidewalks need to be improved and reasonably Baltimore Avenue would be made more desirable to developers, restaurateurs, it could be done. He did not understand how the Commissioners can facilitate the vision.

Commissioner Coluzzi asked if the Commissioners would want to task the Planning Commission to think about how the vision can be brought to fruition. Mayor Cooper said that the point of this meeting was to find out what the Planning Commission is willing to take on.

Commissioner Hunker said that he is interested in the unified streetscapes for Baltimore and Wilmington Avenues. He will talk with the Planning Commission and consult with it, other Commissioners and Mr. Ferrese to start the dialogue.

Chairman Littleton said that the CDP lays out a plan of how to proceed with some things. Dealing with the financial costs is the job of the Commissioners. The Planning Commission is not a political body, but charging the Planning Commission is an efficient way to explore and do some things. The Planning Commission stands ready to do what the Commissioners want done, but it wants to have a commitment from the Commissioners of what they really want to do and that something will happen because of it, not that it is just busy work.

Mayor Cooper called to consider adoption of a Resolution setting a Public Hearing on a proposed Ordinance that would amend the City Code by adding a new Section 270-46.2 to the Zoning Code, which section would permit the replacement of non-conforming retaining walls under certain circumstances.

Mayor Cooper said that he and Ms. Sullivan had worked on the proposed ordinance. There are quite a few retaining walls located in the City, and a lot of them would be difficult to take out if they would come into severe disrepair and would need to be removed because they hold back neighboring yards. This matter was brought forward because of a lot which is going to be redeveloped.

City Solicitor Mandalas said that this Resolution proposes that a Public Hearing be held on the subject of amending Chapter 270 of the Code by adding a new Section 270-46.2 relating to non-conforming retaining walls. The Resolution provides an opportunity to set the date for the Public Hearing.

Commissioner Mills suggested as an amendment to the proposed ordinance that legal non-conforming sidewalks and steps which lead to the retaining walls should be included. If the retaining wall is replaced, specifically in front yards, it would likely be that the sidewalk and steps to the public sidewalk grade would succumb and may not be able to be replaced. He thought that it adds merit and warrants more thought on it. Mayor Cooper thought that the proposed ordinance would be withdrawn and looked at because he did not know how the amendment would be incorporated into the proposed ordinance.

City Solicitor Mandalas noted that comments should be limited to the Resolution and not the proposed ordinance. This would be a change that gives more property rights than takes property rights away, so it probably would not require a second public hearing. If the Commissioners think they would move forward in that direction, it would be wise to rework the proposed ordinance and then set another public hearing at a future date.

Ms. Sullivan said that there are a lot of steps which do not have retaining walls that are in the setback. She thought it could be done as two separate ordinances only because there are a lot of them which have a walkway with steps coming down at the City sidewalk whereas now it would be made that they cannot be any closer than eight feet from the property lines. Commissioner Mills thought that the Commissioners could adopt this proposed ordinance or bring it to public hearing and act on it; and then he could present something on the sidewalks and steps at the January 2012 Workshop Meeting which would amend this.

Commissioner Hunker made a motion, seconded by Commissioner Kathy McGuiness to adopt the Resolution setting the Public Hearing on the proposed ordinance to be held on December 16, 2011 at 7:00 p.m. (Sargent – aye, Coluzzi – aye, McGuiness – aye, Cooper – aye, Mills – aye, Zellers – aye, Hunker - aye.) Motion carried unanimously.

Mayor Cooper called to consider an Ordinance that would change the City fee for building permits by eliminating the square footage charge for new construction and instead charging for new construction in the same way and at the same rate (a percentage of the value of the work) as is currently done for renovations, repairs and alterations.

Mayor Cooper said there is substantial evidence that there is an inequity with regard to the fees. Currently the fees for new building construction are being charged at \$1.25 per square foot. Anything that cannot be calculated on square footage such as alterations or repairs is charged at 2%. Where it was left at the last Workshop Meeting was to consider an ordinance to do away with the per square foot charge and go strictly on valuation and a percentage of that, and be consistent with the existing Code at 2% for one and two family dwellings and 3% for three or more family dwelling units in a structure and all commercial structures. While it is not expected that a decision would be made based on this disparity, perversely the existing fee schedule promotes demolition and rebuilding over preservation and restoration. Mayor Cooper drafted the proposed ordinance which was reviewed by Ms. Sullivan and City Solicitor Mandalas.

Commissioner Sargent made a motion, seconded by Commissioner Mills to adopt the Ordinance amending Chapter 102 of the City Code regarding the fee for building permits.

City Solicitor Mandalas clarified that as written the ordinance applies to building permits for which the application is filed with the City on or after November 28, 2011. Anything in the system up until November 28, 2011 will be considered under the old fees.

(Sargent – aye, Coluzzi – aye, McGuiness – aye, Cooper – aye, Mills – aye, Zellers – aye, Hunker – aye.) Motion carried unanimously.

Mayor Cooper called to consider awarding of a contract for Miscellaneous Sidewalk Improvements – Phase II Project for which bids were received and opened on November 8, 2011.

Mayor Cooper noted that four bids were received with regard to this project, ranging from \$137,000.00 to \$190,000.00.

City Manager Gregory Ferrese said that there is some concern with the low bidder. The City is receiving State funds towards this project; and in order to make sure that the City does not violate any State procedures, the City would like to have the opportunity to meet with the low bidder and address its concerns. The City will try to meet with the low bidder on November 22, 2011. After the meeting, Mr. Ferrese will be requesting the scheduling of a Special Meeting to award the bid which involves the ADA Ramping Program.

Commissioner Sargent made a motion, seconded by Commissioner Mills to defer the award of the bid for the Sidewalk Improvements until the City Manager and City Engineer have a chance to meet with the low bidder and make a recommendation. Motion carried unanimously.

Mayor Cooper called to consider the appointments to City committees, commissions and boards.

Commissioner Mills announced that in a letter dated October 17, 2011 which was sent to the members of the Boardwalk Committee, he recommended the Board of Commissioners give consideration to sunset this committee due to the completion of the replacement of the Boardwalk in its entirety and give due thanks to its

members for a job well done. The members consisted of Commissioners Mills and McGuiness, Mayor Cooper, Mr. Bill Bahan, Mr. Mark Henschke and Ms. Mauria Stein. Future Boardwalk issues can be addressed by the Board of Commissioners, and if larger issues related to the Boardwalk and/or beach should arise, they could be directed to a newly formed committee for which he hoped the Board would give the past committee members first consideration as new members.

Commissioner Hunker had planned to be actively involved on the City Hall Complex Master Plan Task Force. Mayor Cooper noted that three Commissioners are members of the Task Force. Once there would be four Commissioners on a committee, it would constitute a quorum of the Board of Commissioners and could raise FOIA issues. City Solicitor Mandalas noted that it would be a quorum of Commissioners, whether they are sitting in the audience or at the dais, if they are participating in any kind of public business. It would constitute a meeting of the Board of Commissioners which would require it to be noticed under FOIA.

Mayor Cooper read the list and recommended the following appointments:

Assessment Board – Roger Pool, Linda Kauffman, (vacancy).
Audit Committee – Donald Derrickson, Chairperson, Jay Lagree, Jim Horthy.
Board of Adjustment – Clif Hilderley (3), Myrna Kelley (3), Frank Cooper (2), Doug Popham (2), Tom Evans (1).
Election Board – Al Morris, Chairperson (2), Lee Ardis (3), Patrick Richardson (1).
Election Officials – Wayne Steele, Inspector, Steve Elkins, Judge, Nancy Meadows, Judge, Donna Moore (ex officio member).
Parks & Shade Tree Commission – Priscilla Smith, Chairperson (2), Marcia Maldeis (3), Ned Kesmodel (3), Jane Wyatt (1), Anne Hubbard (1).
Planning Commission – Preston Littleton (3), Harvey Shulman (3), Patrick Gossett (2), David Mellen (2), John Gauger (2), Bunky Markert (2), Jan Konesey (1), Bob Anderson (1), Brian Patterson (1).
Animal Issues Committee – Lorraine Zellers, Chairperson, Bob Harrison, Marcia Maldeis, Jan O'Donnell.
Bandstand/Convention Hall/Special Events Committee – Kathy McGuiness, Chairperson, Pat Coluzzi, Carol Everhart, Dennis Santangini, Spencer Derrickson, Annmarie Westerfield, Donna White, Chuck Snyder (ex officio member), Corey Groll (ex officio member).
Budget and Finance Committee – Board of Commissioners.
City Hall Complex Master Plan Task Force – Sam Cooper, Chairperson, Pat Coluzzi, Stan Mills, Jim Ellison, Jim Horthy, Ken Simpler, Greg Ferrese, Keith Banks, Dawn Lynch.
Communications Committee – Stan Mills, Chairperson, Lorraine Zellers, Dorothy Cirelli, Hoyte Decker, Janet Anderson.
Personnel Committee – Kathy McGuiness, Chairperson, Mark Hunker, Lorraine Zellers.
Streets & Transportation Committee – Pat Coluzzi, Chairperson, Lorraine Zellers, Bill Sargent, Dennis Diehl, Jim Ellison, John Gauger, Cindy Lovett, Kathy Osterholm, June Embert (ex officio member), Mel Craig (ex officio member).
Commission Liaison to Chamber of Commerce – Sam Cooper.
Rehoboth Beach Historical Society Board – Kathy McGuiness.
Commission Liaison to Main Street – Kathy McGuiness.
Cape Henlopen Senior Center Board – Sam Cooper.

Commissioner Sargent made a motion, seconded by Commissioner Hunker to approve the appointments as read. (Sargent – aye, Coluzzi – aye, McGuiness – aye, Cooper – aye, Mills – recused, Zellers – aye, Hunker - aye.) Motion carried.

CITY MANAGER'S REPORT

(See attached report.)

Mr. Ferrese recommended the approval of the Street Aid expenditures:

11/16/11	507	Independent Newspapers	\$ 107.78 (ADA Ramping Project)
11/16/11	508	Cape Gazette	\$ 202.73 (ADA Ramping Project)
11/16/11	509	News Journal	\$ 819.84 (ADA Ramping Project)
11/16/11	510	Delmarva Power	\$8,303.89 (Street Lights)

Commissioner Mills made a motion, seconded by Commissioner Sargent, to approve the Street Aid expenditures as presented. Motion carried unanimously.

Mr. Ferrese reported that the Convention Center Roof Project is 80% complete, and the anticipated date for completion is in mid-November 2011. New windows will be installed in the Municipal Building starting late November into early December 2011. This is all part of the Energy Grant. The Delaware Avenue Restroom Upgrade Project will be advertised in December 2011 with bid opening in January 2012. This project must be completed before Memorial Day 2012. In regard to the City's request for Transportation Enhancement Funds to upgrade Lake Avenue from Third Street to Rehoboth Avenue, the State has notified Mr. Ferrese that monies in the amount of \$70,000.00 are available immediately, and monies in the amount of \$105,000.00 will be allocated on July 1, 2012. The City's share is 20%. The monies will be spent for surveying, design and preparation of bidding documents. Surveying will take place starting in January 2012. The Audit Committee will meet on November 21, 2011 at 10:00 a.m. in the Commissioners Room, and the City Hall Complex Master Plan Task Force Committee will meet on November 28, 2011 at 9:00 a.m. in the Commissioners Room. The Christmas Parade will be held on December 6, 2011, and the Community Unity Dinner will be held on December 4, 2011. Mr. Ferrese and Commissioner McGuinness met with the Employee Committee. A request was made at that meeting by the ladies in the Administrative Office to possibly have City Hall not be open the first Saturday of the month in the off-season. This item will be placed on the next agenda.

COMMITTEE REPORT

Commissioner Mills, Communications Committee, reported that a meeting was held on November 15, 2011. The Committee is continuing to review the City website and making recommendations on changes such as designing new Google maps for locations of restrooms, City buildings, etc.; investigating an enhanced "search" function to not only search the web pages but to allow searches for key words within documents; and evaluating how to enhance the ability to put more forms online and submit same online. The Committee recommended augmenting the current budget category that includes website hosting and maintenance by an additional amount in order to facilitate the hiring of a part-time webmaster. The webmaster would be experienced in web design and capable of implementing approved changes to the City website, and would attend Committee meetings, provide advice on functionality of website changes being contemplated by the Committee and then implement the changes. Having a part-time webmaster on board would provide for timelier implementation of web changes and give time relief to the IT Department as well as act as a consultant to the Committee. The Committee desires additional funds in the upcoming budget to hire such a consultant.

CITY SOLICITOR'S REPORT

City Solicitor Mandalas reported that there has been discussion about the property on Silver Lane being developed. He had a meeting with the attorney for the property owner, attorney for the neighbors and SOLA3 the other day to see if there is a way that the City might be able to help facilitate some sort of resolution to it all.

COMMISSIONER ANNOUNCEMENTS/COMMENTS

Commissioner Coluzzi announced that on November 19, 2011 at 10:00 a.m. the bicycle/pedestrian master plan public meeting will be held in the Conference Suite to talk about some of the presentation made by Delaware Greenways and to give the constituents time to look at what is happening and give suggestions, etc.

Discuss items to include on future agendas.

Items to include on future agendas are: 1. Amendments to specific ordinances with times/dates on the agenda for the December 5, 2011 Workshop Meeting. 2. Idea or discussion of the City becoming "idle free" in regard to vehicles running and being unattended. 3. Patio Ordinance changes to allow same hours on the patio as the restaurant on the agenda for the December 5, 2011 Workshop Meeting with a vote at the December 16, 2011 Regular Meeting.

CITIZEN COMMENT

Ms. Joyce Lussier, 99 Henlopen Avenue, appreciated receiving the E-News notices from the City because it is a helpful reminder to citizens of what is going on in the City.

The Workshop Meeting will be held on December 5, 2011 at 9:00 a.m.

There being no further business, Mayor Cooper declared the meeting adjourned at 9:07 p.m.

Respectfully submitted,

(Patricia Coluzzi, Secretary)