

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

**December 18, 2015**

The Regular Meeting of the Mayor and Commissioners of the City of Rehoboth Beach was called to order at 7:05 p.m. by Mayor Samuel R. Cooper on Friday, December 18, 2015 on the second floor of the Rehoboth Beach Volunteer Fire Company, 219 Rehoboth Avenue, Rehoboth Beach, DE.

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

**ROLL CALL**

Present:	Commissioner	Paul Kuhns
	Commissioner	Toni Sharp
	Commissioner	Patrick Gossett
	Mayor	Samuel R. Cooper
	Commissioner	Stan Mills
	Commissioner	Lorraine Zellers
	Commissioner	Kathy McGuiness

Also in attendance: City Manager Sharon Lynn  
City Solicitor Glenn Mandalas

**APPROVAL OF AGENDA**

Commissioner Stan Mills made a motion, seconded by Commissioner Kathy McGuiness, to approve the Agenda with the deletion of the minutes of the Workshop Meeting held on April 6, 2015, Special Workshop Meeting held on April 13, 2015, Workshop Meeting held on May 4, 2015, Special Workshop Meeting held on May 15, 2015 and Workshop Meeting held on November 9, 2015. Motion carried unanimously.

**CORRESPONDENCE**

There was none.

**APPROVAL OF MINUTES**

Minutes of the November 20, 2015 Regular Meeting were distributed prior to the meeting. Minutes of the April 6, 2015 Workshop Meeting, April 13, 2015 Special Workshop Meeting, May 4, 2015 Workshop Meeting, May 15, 2015 Special Workshop Meeting and November 9, 2015 Workshop Meeting were not available for approval.

Commissioner Mills made a motion, seconded by Commissioner Paul Kuhns, to approve the November 20, 2015 Minutes of the Mayor & Commissioners Regular Meeting. Motion carried unanimously.

**REPORT OF POLICE DEPARTMENT**

Police Chief Keith Banks presented the report of the Police Department for the month of November 2015. There were 25 criminal, 237 traffic and no civil charges made during the month. Four traffic crashes were investigated. The process has begun to hire seasonal officers. The Dispatch Center handled 439 police incidents, 185 ambulance incidents, 50 fire incidents, 213 traffic stops, assisted other agencies four times during the month and 9-1-1 calls totaling 146 were received.

**REPORT OF BUILDING & LICENSING DEPARTMENT**

Chief Building Inspector Damalier Molina presented the report of the Building & Licensing Department for November 2015. During the month, 85 permits were issued for a value of work totaling \$3,955,874.80. Fees collected totaled \$88,159.00 for the month. Processing fees were received in the amount of \$1,700.00. The Board of Adjustment heard two cases in November. No restaurant applications were received in November. Twenty-six notices of violation were issued during the month. There were 70 building inspections, six plumbing inspections, no building re-inspections, six meetings regarding trees and 18 meetings regarding new projects.

**REPORT OF PLANNING COMMISSION**

Planning Commission Secretary Francis Markert, Jr. presented the report of the Planning Commission. The Regular Meeting was held on December 11, 2015. A Public Hearing was held on the matter of the Partitioning Application request for 300 Bayard Avenue of which the Planning Commission conditionally approved it. The final

version of the State mandated five year review of the CDP has been approved by Ms. Constance Holland, Director of Office of State Planning Coordination. The Planning Commission unanimously approved Chairman David Mellen, Vice Chair Michael Strange and Secretary Francis Markert as its officers for 2015/16 year. Chairman Mellen provided a status update on the Beach Walk (Bay Mart) project application. The Chief Building Inspector has deemed that the project is not ready to come to the Planning Commission for its Site Plan Review process. The Building Inspector's decision is under appeal to the Board of Adjustment. A resolution was passed instructing the Planning Commission Officers to explore how best to prepare a position paper that could be submitted to the Board of Adjustment on the matter of zoning compliance. There are no new Partitioning requests that have been submitted. The Planning Commission will hold its next meeting on January 8, 2016 at 3:00 p.m.

## **OLD BUSINESS**

Mayor Cooper called to provide an update and discuss the status of the City Hall Project with a representative of EDiS Company, the City's construction representative.

City Manager Sharon Lynn provided an update on the project that it has been a smooth transition in moving into the modular trailers. Construction will begin on the foundation for the Parking Meter building on December 21, 2015. Asbestos remediation for the old City Hall will begin on December 22, 2015 of which it is expected that completion will be done in four days. A bid opening is scheduled on December 22, 2015 at 2:00 p.m. for the new City Hall and Police Department. Demolition of the old City Hall and Police Department will begin on January 8, 2016.

Mr. Rick DiSabatino of EDiS Company reported that site work and permanent utilities will begin next week for the project. Bids were received on December 22, 2015.

Mr. Walter Brittingham, 123 Henlopen Avenue, voiced concern regarding the door to the Police Department leaning against the face of the building and that cones should be placed on the ramp and the building should be barricaded. Parking spaces are reserved for City staff, but there are none for the public. The driveway from Rehoboth Avenue and Lake Avenue should be closed to thru traffic along with signage during construction.

## **NEW BUSINESS**

There was none.

## **CITY MANAGER'S REPORT**

City Manager Sharon Lynn reported that there was minor damage to the end of the Police Department modular trailer on due to a moving truck hitting it. William Scotsman representatives repaired the damage today. An auction is tentatively scheduled on February 6, 2016 at 10:00 a.m. in the Convention Center for the overflow of office equipment and miscellaneous items. Recycling will be picked up on January 2, 2016 due to the New Years Day holiday.

City Manager Lynn recommended the approval of the Street Aid expenditures:

12/17/2015	571	Delmarva Power	\$8,986.63 (Street Lights)
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Commissioner Mills made a motion, seconded by Commissioner Kathy McGuinness, to approve the Street Aid expenditures as presented. Motion carried unanimously.

## **COMMITTEE REPORT**

There were none.

## **CITY SOLICITOR'S REPORT**

There was nothing to report.

## **COMMISSIONER ANNOUNCEMENTS/COMMENTS**

Mayor Cooper announced that the City Hall Complex Master Plan Task Force is scheduled to meet on January 4, 2016 at 1:30 p.m.

## **DISCUSS ITEMS TO INCLUDE ON FUTURE AGENDAS.**

There were none.

## **REPORT OF REHOBOTH BEACH VOLUNTEER COMPANY**

Mr. John Meng of the Fire Company reported that there were 40 crew calls and five alarms for the month of November 2015. Training was provided at Beebe Hospital regarding helicopter crashes. The Christmas parade was a success. The old City Hall building was used for training of fire company volunteers.

**CITIZEN COMMENT**

Mr. Walter Brittingham, 123 Henlopen Avenue, requested that a Chair be appointed to the Streets & Transportation Committee.

A Special Meeting will be held on January 4, 2016 at 9:00 a.m. The next Workshop Meeting will follow immediately after the Special Meeting.

There being no further business, Mayor Cooper adjourned the meeting at 7:39 p.m.

**Respectfully submitted,**

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**(Lorraine Zellers, Secretary)**