

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

**July 15, 2016**

The Regular Meeting of the Mayor and Commissioners of the City of Rehoboth Beach was called to order at 7:00 p.m. by Mayor Samuel R. Cooper on Friday, July 15, 2016 on the second floor of the Rehoboth Beach Volunteer Fire Company, 219 Rehoboth Avenue, Rehoboth Beach, DE.

Commissioner Stan Mills gave the invocation followed by the Pledge of Allegiance.

**ROLL CALL**

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

Absent:     Commissioner   Patrick Gossett

Also in attendance:   City Manager Sharon Lynn

Also absent:         City Solicitor Glenn Mandalas

**APPROVAL OF AGENDA**

Commissioner Stan Mills made a motion, seconded by Commissioner Lorraine Zellers, to approve the Agenda with deletion of the February 8, 2016, March 7, 2016 and June 6, 2016 Workshop Meeting Minutes. Motion carried unanimously.

**CORRESPONDENCE**

Two emails were received with regard to the request for the removal of the prohibition of on-street parking in the ocean block of St. Lawrence Street.

**APPROVAL OF MINUTES**

Minutes of the December 7, 2015 Workshop Meeting, January 4, 2016 and June 17, 2016 Regular Meeting were distributed prior to the meeting. Minutes of the February 8, 2016 Workshop Meeting, March 7, 2016 Workshop Meeting and June 6, 2016 were not available for approval.

Commissioner Mills made a motion, seconded by Commissioner Paul Kuhns, to approve the December 7, 2015 Mayor & Commissioners Workshop Meeting minutes as written. Motion carried unanimously.

Commissioner Mills made a motion, seconded by Commissioner Kuhns, to approve the January 4, 2016 Mayor & Commissioners Workshop Meeting minutes as written. Motion carried unanimously.

Commissioner Mills made a motion, seconded by Commissioner Kuhns, to approve the June 17, 2016 Mayor & Commissioners Regular Meeting minutes as written. Motion carried unanimously.

**REPORT OF POLICE DEPARTMENT**

(See attached report.)

Police Chief Keith Banks presented the report of the Police Department for the month of June 2016. A special thank you was given to all persons involved with the July 4<sup>th</sup> Fireworks event. Also noted was a special thank you to Lt. Jamie Riddle of the Rehoboth Beach Police Department and Mr. Mike Rivera, Special Events Manager for DeIDOT, who executed a new traffic pattern which improved exiting out of the City.

Mr. Walter Brittingham, 123 Henlopen Avenue, noted that there was a major problem with the phone system in the City, and the Emergency Operation Plan should be made available to the public.

**REPORT OF REHOBOTH BEACH VOLUNTEER FIRE COMPANY**

Mr. John Meng of the Fire Company reported that there were 56 crew calls and 14 alarms for the month of June

2016. The Lewes Fire Department had a line of duty death. All members of the Rehoboth Beach Fire Department will be attending the funeral of Mr. Timothy McClanaghan along with the majority of firefighters in the state. Sharptown and Ocean City will be covering the district at that time. He recommended that on July 16, 2016, everyone should avoid the Lewes area due to traffic resulting from the funeral. The second Annual Firefighting 5K Race will be held on August 21, 2016. Ambulance calls are up 10% for the year.

#### **REPORT OF BUILDING AND LICENSING DEPARTMENT**

(See attached report.)

Assistant Building Inspector Stephen Kordek presented the report of the Building & Licensing Department for the month of June 2016.

#### **REPORT OF PLANNING COMMISSION**

There was no report.

#### **OLD BUSINESS**

There was none.

#### **NEW BUSINESS**

**Consider the request, contained in a petition from a number of property owners in the ocean block of St. Lawrence Street, for the City to remove the prohibition of on-street parking on that block between 12:01 a.m. and 6:00 a.m. between May 14 and September 30, such prohibition appearing at Subsection 92-34(26) of the City Code.**

Mayor Cooper and City Manager Sharon Lynn will be polling all the property owners in the ocean block of St. Lawrence Street with regard to this issue. A map will be prepared to show the responses.

Correspondence –

1. Email received from Frank Cooper, 96 East Lake Drive – in support of keeping the restriction on his streets.
2. Email received from Mr. & Mrs. Jay Lagree, Prospect Street – in support of keeping the restriction on their street.

**Appoint the Inspector of Elections and two Judges to serve as the election officials for the annual municipal election to be held on August 13, 2016.**

The Charter requires that the Commissioners appoint the election officials. If someone is challenged, the Inspector decides whether or not they can vote, and the judges assist with that determination. Mayor Cooper submitted the recommendations of Mr. Wayne Steele as Inspector and Mr. Steve Elkins and Ms. Melissa Clink as judges.

Mayor Cooper mentioned that Mrs. Nancy Meadows had been a judge for many years, but her husband had recently passed away.

Commissioner Kuhns made a motion, seconded by Commissioner McGuiness to appoint Mr. Wayne Steele as Inspector, Mr Steve Elkins as judge and Ms. Melissa Clink as judge as the election officials for the upcoming municipal election. Motion carried unanimously.

**Consider an overdue appointment to the Board of Elections.**

The Board of Elections is appointed by the Commissioners and consists of three members. Mayor Cooper submitted the recommendation of Ms. Jennifer Duncan to the Board of Elections for a term to expire in Fall 2018.

Commissioner Kuhns made a motion, seconded by Commissioner Toni Sharp, to appoint Ms. Jennifer Duncan to the position on the Board of Elections. Motion carried unanimously.

**Fix the time and date when the Commissioners will sit as the Board of Appeals to hear appeals taken from the annual assessment as determined by the Tax Assessor.**

One appeal has been filed to be heard by the Board of Appeals.

Commissioner Mills made a motion, seconded by Commissioner Kuhns, for the Commissioners to sit as the Board of Appeals on August 8, 2016 at 1:30 p.m. to hear an appeal to the annual assessment list. Motion carried

unanimously.

### **CITY MANAGER'S REPORT**

The Federal Highway Administration has given final approval for the Lake Avenue Streetscape Project. The project will be bid and advertised next week in the Cape Gazette and News Journal for three successive weeks. Bids will be opened on August 11, 2016 at 2:00 p.m., and there will be a non-mandatory pre-bid meeting on July 6, 2016 at 10:00 a.m. The backfill of the basement for City Hall has begun today. Next week the contractors will be installing the foundation drain, and backfilling will continue around the perimeter of the building. Subgrade masonry is continuing. The new loading dock and lobby of the Convention Center are installed at this time. Parkmobile revenue is down 29% to date. Credit card usage has been added this season, and there has been a slight increase in parking revenue for the first five weeks of the season. Coin collection has decreased by 43%. A special workshop meeting for the Mayor & Commissioners will be held on July 18, 2016 at 9:00 a.m. The Army Corps of Engineers awarded a bid today at 5:00 p.m. for the beach nourishment project to move forward. City Manager Sharon Lynn will be attending the upcoming meeting and will provide further information to the Commissioners with regard to this project.

There were no street aid expenditures.

Mr. Walter Brittingham, 123 Henlopen Avenue, noted that the construction drains were omitted from the original documents for the City Hall project. This has resulted in a change order in the amount of \$83,000.00.

### **COMMITTEE REPORT**

There was none.

### **CITY SOLICITOR'S REPORT**

There was nothing to report.

### **COMMISSIONER ANNOUNCEMENTS/COMMENTS**

Commissioner Kuhns commented that with regard to the issue of off-season meters as a pilot program on Rehoboth Avenue, he has seen many negative comments and concerns. He suggested that any further discussion on the implementation of off-season meters be discontinued and not brought up in any further public discussion.

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

There were none.

### **CITIZEN COMMENT**

There was none.

The next Workshop Meeting will be held on August 8, 2016 at 9:00 a.m.

There being no further business, Mayor Cooper adjourned the meeting at 7:38 p.m.

**Respectfully submitted,**

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**(Lorraine Zellers, Secretary)**