

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

August 16, 2013

The Regular Meeting of the Mayor and Commissioners of the City of Rehoboth Beach was called to order at 7:01 p.m. by Mayor Samuel R. Cooper on Friday, August 16, 2013 in the Commissioners Room in City Hall, 229 Rehoboth Avenue, Rehoboth Beach, DE.

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

ROLL CALL

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

Also in attendance was: City Solicitor Glenn Mandalas

Absent: City Manager Gregory Ferrese

APPROVAL OF AGENDA

Commissioner Stan Mills made a motion, seconded by Commissioner Mark Hunker, to approve the Agenda as written. Motion carried unanimously.

CORRESPONDENCE

Correspondence will be read when the consider sending a letter to the Lewes Rehoboth Canal Improvement Association (LRCIA) endorsing the concept of a dock adjacent to the museum portion of the meeting is held.

APPROVAL OF MINUTES

Minutes of the March 4, 2013 Workshop Meeting, July 19, 2013 Regular Meeting, August 5, 2013 Workshop Meeting and August 5, 2013 Special Meeting were distributed prior to the meeting.

Commissioner Mills made a motion, seconded by Commissioner Lorraine Zellers, to approve the March 4, 2013 Mayor and Commissioners Workshop Meeting minutes as written. Motion carried unanimously.

Commissioner Mills made a motion, seconded by Commissioner Zellers, to approve the July 19, 2013 Mayor and Commissioners Regular Meeting minutes as written. Motion carried unanimously.

Commissioner Mills made a motion, seconded by Commissioner Hunker, to approve the August 5, 2013 Mayor and Commissioners Workshop Meeting minutes as written. Motion carried unanimously.

Commissioner Mills made a motion, seconded by Commissioner Hunker, to approve the August 5, 2013 Mayor and Commissioners Special 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 July 2013. There were 100 criminal, 228 traffic and 74 civil charges made during the month. Thirty-eight traffic crashes were investigated. Police Chief Banks announced the addition of Patrolman Jeffrey Bixler to the Police Department who was hired in March 2013 and graduated from the Delaware State Police Academy on August 2, 2013. The Dispatch Center handled 751 police incidents, 375 ambulance incidents, 91 fire incidents, 310 traffic stops, assisted other agencies five times during the month, and 9-1-1 calls totaling 807 were received. On August 1, 2013, the International Academies of Emergency Dispatch voted unanimously to approve the Rehoboth Beach Police Department 911 Center for re-accreditation as a center of excellence. The 911 Center is the 79th center in the world to be awarded this highest distinction for comprehensive medical priority dispatch.

REPORT OF REHOBOTH BEACH VOLUNTEER FIRE COMPANY

Mr. Walter Brittingham of the Rehoboth Beach Volunteer Fire Company reported that the ambulances, medics and fire trucks have the capability in most cases of turning right on red or in the direction they need to go, but in another month or so they will lose the capability of stopping traffic to be able to make a left hand turn as a result of federal law. If the fire trucks and ambulances go up the highway and a crosswalk is activated, it can take as long as 50 seconds to lockout the highway. The fire trucks and emergency vehicles will not be using their sirens. The traffic lights in Rehoboth will be changed out to flash red and tell people not to move because emergency vehicles approaching do not have the right-of-way.

REPORT OF THE BUILDING AND LICENSING DEPARTMENT

(See attached report.)

Chief Building Inspector Terri Sullivan presented the report of the Building & Licensing Department for July 2013. During the month, 65 permits were issued for a value of work totaling \$710,240.94. Fees collected totaled \$19,529.04 for the month. Fifty-nine permit processing fees were received in the amount of \$1,180.00. No restaurant applications were received in July. Four notices of violation were issued for contractors not having building permits. Two notices of violation were issued for obstructions on sidewalks. One notice of violation was issued for a contractor not having a building license. Three notices of violation were issued for exceeding maximum noise levels. Three notices of violation were issued for freestanding signs. Two notices of violation were issued for structures in the required yard area. One notice of violation was issued for overgrowth. The Board of Adjustment heard one case in July.

REPORT OF PLANNING COMMISSION

Planning Commission Chairman Preston Littleton, Jr. presented the report of the Planning Commission. The Planning Commission conducted a Special Meeting in the afternoon of August 9, 2013. The meeting was devoted to seeking input from arborists, tree service companies, builders, developers and construction companies doing business within the City regarding trees and the City's current tree ordinance. Two of the 28 companies to whom special invitations were sent participated. The Regular Meeting was held on August 9, 2013. With regard to the tree study, the Planning Commission has, with one exception, completed the interviews of City officials, board and committees, identified in the Board's resolution and has sought input from those companies identified in the resolution. While the Commission continues to seek input from all City citizens, it has concluded that the distribution of a preliminary report with background information and rationale would prompt further public comment and suggestions. The Planning Commission is now beginning to draft that report. With regard to side lot setbacks for properties with frontages greater than 50 feet, the Planning Commission has completed its study of issues related to side yard setbacks on lots with frontages greater than 50 feet and is forwarding its recommendations with examples of how they would apply to large frontage residential lots, to the Board. The changes to Section 270-26 "Side Yards" of the City Code would apply only to the R-1 District and R-1 uses in the R-2 District. It has been determined that the changes recommended would, for new construction, have no impact on the current Code requirements for lot coverage, natural area, FAR, 4,000 square foot rectangle requirement or the size of the house being constructed. They would affect where on the lot the house could be placed. All existing houses that are not in compliance with the recommended change would be "grandfathered", but any addition or new construction would have to conform to the proposed new setbacks. For corner lots, per the Code, the front is determined by the shortest distance. If the Board of Commissioners is in agreement with the proposed changes to the Zoning Code, the City Solicitor will need to prepare the appropriate resolution language. Per the charge given it by the Board of Commissioners, the Planning Commission focused solely on the issue of side yard setbacks on lots with large street frontages. However, based on how many new houses are now being constructed, irrespective of their street frontage, it suggested that the Board may also want to reexamine the current rear lot setback requirements. The Planning Commission approved the recommendation to the Mayor and Commissioners to amend Section 270-26 of the City Code as it applies to side yard setbacks in the R-1 District and R-1 uses in the R-2 District. (Copy of Planning Commission recommendation attached.)

This item will be placed on the agenda for the next Workshop Meeting.

OLD BUSINESS

Mayor Cooper called to discuss and approve the recruitment plan, profile and first year goals developed by The Novak Group in regard to the recruitment and hiring of a new City Manager.

Commissioner Gossett had sent out a request to the Commissioners since the last Workshop Meeting, to

review the recruitment announcements, the first year goals for the City Manager and a schedule. The information was collected from interviews of the Commissioners, department heads and representatives from the public, Main Street and Chamber of Commerce and was developed by the search manager. Commissioner Gossett has placed the comments in the revised Recruitment Announcement.

Commissioner Mills said that with regard to Lines 92 to 94 of the Recruitment Announcement, applications would be accepted electronically at the novakconsultinggroup.com/jobs and at the City's website. At the last Workshop Meeting, Ms. Catherine Tuck-Parrish of the Novak Consulting Group recommended that she should be the point of contact for the applicants. Commissioner Mills thought that all the applications should be received by Ms. Parrish, and then she should forward them to the Commissioners.

Commissioner Gossett said that the City website will have a link directly to the Novak Consulting Group. There is some concern that individuals may not wish to apply through the search firm so the thought was that those individuals would be less inhibited if it is a City application. The information and application will be accessed the same as the Novak Consulting Group website. Commissioner Gossett noted that the Recruitment Announcement will go out for publication.

Commissioner Gossett read the First Year Goals for Rehoboth Beach City Manager. The goals were divided into six month goals and twelve month goals. This document will be used in the final process so there is an understanding of the Commissioners' expectation of the City Manager's involvement, responsibilities and tasks for the first year, etc. These goals can be expanded as the person comes onboard.

Commissioner Mills thought that the language in 2 through 4 of the twelve month goals should be massaged so as to not to indicate to the City Manager that he/she would be starting from scratch. Commissioner Sargent thought that the twelve month goals should be very precise. Commissioner Gossett will massage the language for 2 through 4 and bring back the goals to the Commissioners. This document will not be used until the final candidates are interviewed.

Chairman Littleton of the Planning Commission suggested the City Manager should have a relationship with city commissions and boards.

Mayor Cooper said it was stated at the Special Meeting on August 5, 2013 that the ads are expected to go out immediately after Labor Day.

Commissioner Gossett provided an updated schedule. The next target date is August 19, 2013 to receive feedback from the Commissioner Gossett on the recruitment plan, profile and first year goals. On August 26, 2013, Novak Consulting Group will finalize the recruitment plan, profile and first year goals based on the feedback received from the Commissioners. On August 30, 2013, ads will be placed, and the job will be posted on the Novak Consulting Group website, and a link will be placed on the City website to the Novak Consulting Group website. October 4, 2013 will be the deadline for application materials. At the Regular Meeting on October 18, 2013, the Commissioners will meet in Executive Session to review semi-finalists and determine finalists. On November 8 & 9, 2013 the Commissioners will meet in a Special Meeting to interview the top three candidates. Commissioner Gossett reiterated the confidentiality of all information that is exchanged once the Commissioners begin receiving resumes, applications, etc.

Commissioner Mills said that Novak Consulting Group will receive all the applications and will forward all of them at once to the Commissioners. Novak Consulting Group will be evaluating, analyzing and ranking all the applications, and it will choose the top three candidates for interviews with the Commissioners.

Commissioner Gossett said that the ranking criteria will be based on the position description and the announcement. The October 18, 2013 meeting will be when Novak Consulting Group will present the semifinalists to the Commissioners.

Mayor Cooper called to confirm additional appointments to the City Hall Complex Master Plan Task Force and discuss potential meeting dates.

Mayor Cooper had forwarded a proposal to the Commissioner, prior to the meeting, to add five people to the City Hall Complex Master Plan Task Force which would be the remaining four Commissioners who are currently not on the Task Force and Mr. Wayne Neale. The members of the Task Force would consist of Sam Cooper, Chairperson, Commissioners (6), Jim Ellison, Jim Harty, Wayne Neale, Ken Simpler, City Manager, Chief of Police and Communications Supervisor – Police Department.

Commissioner Bill Sargent made a motion, seconded by Commissioner Mills, to approve the membership of the City Hall Complex Master Plan Task Force. Motion carried unanimously.

The next Task Force Meeting will be held on September 9, 2013 at 1:30 p.m. Discussion will occur among the Task Force members at their next meeting regarding the setting of the meetings for the afternoon on the same Mondays as the Workshop Meetings.

NEW BUSINESS

Mayor Cooper called to consider sending a letter to the Lewes Rehoboth Canal Improvement Association (LRCIA) endorsing the concept of a dock adjacent to the museum.

Commissioner Coluzzi had forwarded a draft of the letter to endorse the concept of a dock adjacent to the museum and a copy of the letter from the City of Lewes regarding the Lewes Docking Facility Redevelopment.

Commissioner Zellers thought that this concept is a progressive idea, and she liked the idea of beautifying the canal bank and appreciated that this would be another attraction for visiting the City. She asked what the City is committing itself to by signing an endorsement, if it applies only to the design phase or if the Commissioners would be giving implicit approval to the entire project. If the endorsement is for the entire project, the Commissioners need more discussion before doing an endorsement letter. The City does not have an infrastructure in place so it would cost approximately \$850,000.00 to construct the docking facility. Even though the City is not being asked to commit money to this project, there are other hidden cost factors that should be looked at, at some point before giving a blanket approval. The potential benefits of this project would be: 1. More visitors. 2. More business opportunities and perhaps more jobs. 3. Eco-tours will give people a chance to experience the canal and its beauty and gain appreciation of what is happening to the bays and the canal, etc. 4. Will take a limited number of cars off of Route 1. Questions to be addressed would be: 1. Whether approval may be needed from the Army Corps of Engineers (ACOE) and if it has been obtained. 2. Whether the citizens of the City support this project. The petition from the Farmers' Market was not beneficial because there were no addresses of the people who signed it. 3. Whether the location of the project is fine and if the topography is suitable. This project would require extensive stabilization and terracing, and would be located at the western end of the City. 4. Whether this project would be ADA accessible and if an elevator is considered in the plans. 5. Possible location of the project at the marina at Henlopen Acres which has a docking facility and parking. 6. Traffic and parking. 7. Whether it will be only one taxi service. 8. Hours of operation. 9. Maintenance and costs. 10. Whether other boats and kayaks will be able to dock at the facility. Commissioner Mills agreed. It is premature to endorse the letter at this time. The Comprehensive Development Plan (CDP) refers to establishing a canal park along the western boundary of the City with bike racks, trails and a municipal dock on the canal included as part of the City's overall park system. He has been receptive to canal-side improvements that would have a dock which would provide an opportunity for a water taxi. The proposed facility would be an extension of Grove Park, augment tourists visiting the museum, help to beautify the canal bank and the entry to the City, provide an opportunity for a water taxi and an opportunity for access to the canal. Commissioner Mills was also interested in what the negative impacts would be in terms of finances and parking. At the last meeting, it was said that the design costs would be borne by LRCIA. Mr. Becker had indicated that it would be likely that other groups or grants would take care of the construction costs, but he had said that LRCIA hoped to not come back to the City for additional money. This facility would be owned by the City, and there would be maintenance costs which would be an unknown amount. It is unsure that the revenue anticipated from the water taxi vendor would be more than adequate to cover the maintenance costs. Commissioner Mills said that there was mention of control, etc., and he wanted to know what all was included with that. It was also mentioned that state and federal grants would be sought with regard to the control aspect, but the City would be the applicant. Commissioner Mills was concerned that strings would be attached. At some point, parameters would need to be set for the hours of operation. LRCIA would contract with the designer, but the City Solicitor would be the one to review it at the City's expense in the design phase. In the design phase, Commissioner Mills questioned whether or not the City would want any input with regard to the design and construction methods. The kayak launch would need to be addressed as to whether or not it was taken out of the project for now. People in the City would likely walk to the facility; but if there is an expected group beyond the City limits who would use the facility, they will be entering with cars. The CDP itself cautions that the financial and personnel requirements should be identified. More discussion is needed regarding this proposed project and who should be using the existing parking lot at the museum. Commissioner Mills was convinced that the broad endorsement as it is proposed will be viewed as being the City's project, and the Commissioners will be expected to provide construction funds, etc. It is premature to endorse the letter without answers and a Memorandum of Understanding (MOU) in place that articulates all the responsibilities.

Mr. Ted Becker, Deputy Mayor of Lewes, said that the concept approved by the City of Lewes was for the design phase. The intent this evening is to ask for approval of the design phase from the City Commissioners. Many of the questions raised by Commissioner Zellers could be addressed in the design phase.

The geotechnical study and the feasibility study address some of the questions raised. Once there is a design, then LRCIA will go to various entities and ask for approval for the plan. In terms of the location, a passive way of getting down to the water would be less expensive instead of installing an elevator. LRCIA is nowhere near ready to ask for approval to build the facility. Parking can be addressed during the design process which would take approximately one year.

Commissioner Hunker said that the letter would be endorsing a design phase. To answer any of questions that Commissioners Zellers and Mills have, a design would be needed. The idea behind the endorsement letters is that Lewes and Rehoboth think it is a good idea to go to the next phase and look at it. With regard to the water taxi, there would only be approximately 21 additional cars that would require parking. Currently, the City is not being asked to contribute money, but it is being asked to endorse whether the next phase would be viable.

Commissioner Gossett said that a docking facility with pedestrian access on the canal has always been something the CDP has envisioned, and it would be a positive move in that regard. The design phase that the Commissioners are being asked to endorse will provide answers to their questions. Commissioner Gossett suggested that the concerns be incorporated into a design study as part of the design phase. The Commissioners should have the ability to provide the elements that fall into the design study such as parking, financing, business plan, etc. Feasibility studies for the water taxi should be addressed in the design study. Commissioner Gossett will be forwarding a letter to the LRCIA on August 17, 2013 with regard to addressing the lease that has been signed with the ACOE and the Historical Society. There are prohibitions in the lease of what can operate there, who can operate it and public access to the lease, etc. Those elements could be part of the design phase. Rehoboth should have a place at the LRCIA table. Commissioner Sargent said that there are two parts to the design phase: 1. Feasibility issues. 2. Physical design. The Commissioners want to look at the feasibility issues first.

Mayor Cooper said that LRCIA had received a grant to look at a water taxi. He thought that at some point there would be a document of the feasibility of the type of equipment, schedule, costs, etc. The Commissioners do not have a clear purpose of sustainment for this project. The intent needs to be made clear before starting the design phase. Mayor Cooper was not sure what the purpose was for the letter of endorsement and who it would be disseminated to. The City is going to be asked to apply for funding sources, but it is not known what the funding sources are and what the stipulations will be to receive the funding. There should be a Memorandum of Understanding or a clear delineation of duties, responsibilities and expectations on everybody's part.

Commissioner Zeller suggested the following language at the end of the letter of endorsement, "[I]t should be noted that by signing this endorsement letter, the City is in no way giving implicit approval or acceptance of any future project, nor will it bind the City to any of the design costs or future costs relating to the development of the proposed taxi dock."

Mr. Becker noted that the design will be developed through a public process as was the feasibility study in the beginning. The letters of endorsement from Lewes and Rehoboth will allow LRCIA to apply for a grant from DNREC.

Commissioner Hunker will work with LRCIA to provide the Commissioners with information to address their concerns.

Commissioner Gossett said that there should be a parallel process for requesting the DNREC grant and having the concerns stated previously addressed to the Commissioners' satisfaction. He suggested that the Commissioners contact ACOE with regard to the ownership and the lease of the property.

Chairman Littleton said that when the CDP was put together, there was citizen input and public hearings. The Plan looks at a comprehensive approach to the west end of the City. Part and parcel of that was a type of docking facility. He was not sure the the City itself has ever done a conceptual analysis of what it would like to see along the western end of the City. Chairman Littleton was troubled by whether the water taxi would be a commercial application or something that will be part of the City where the citizens of the City who have a desire to have water access may be limited by the appearance of a commercial application. He hoped that the Commissioners would be looking beyond a commercial venture on the canal and would be looking at the proposed project comprehensively of how the City can profit in having the development of the western end.

Mr. Scott Thomas of LRCIA stated that it just wants the endorsement of the idea of alternate transportation and a path to move forward.

Correspondence:

1. Letter received August 14, 2013 from Michael & Barbara Foster regarding their concerns for the proposed water taxi that would dock at the Rehoboth Museum.
2. Email received August 15, 2013 from Joyce Lussier, 99 Henlopen Avenue, in support of the dock.
3. Email received August 16, 2013 from Diane Scobey, 129 Henlopen Avenue, in support of the dock.
4. Email received August 16, 2013 from Doug & Carol Popham, 343 Hickman Street, in opposition to. This is nothing more than a three or four month attraction, and one day could lead the City down a path of high construction costs and/or maintenance. There are so many unanswered questions.

Commissioner Hunker made a motion, seconded by Commissioner Coluzzi, that a letter of endorsement be drafted around the letter sent out by Commissioner Coluzzi with the edits incorporated in it, that the letter be sent to the LRCIA incorporating the comments of Commissioners Gossett, Sargent and Zellers and that the City Solicitor be instructed to draft the letter.

Commissioner Sargent did not want to vote on this motion until the Commissioners have the final letter.

Commissioner Mills was going to vote no on this motion for the reasons he gave earlier. A Memorandum of Understanding and more discussion is needed.

Commissioner Zellers asked when the Commissioners will see anything that comes out of the design phase and where and when that will happen. She would like more information.

Commissioner Gossett said that this conversation is based on DNREC grant to written to meet the deadline in October 2013. It is not known what the exact amount is being asked for. Endorsement of the concept of the design phase is what is being asked for. He suggested that there be a parallel process with approving the letter of endorsement and having a representative from the Commissioners at the table with LRCIA in designing, cost of construction, parking, financing, etc.

Commissioner Gossett asked if the motion will include establishing a communication level that there is a Memorandum of Understanding or a letter of issues the Commissioners would like to have addressed in a parallel process, that the Commissioners endorse the concept or the design and as a result, if it is a positive result of the design and funding for the design that these are the issues which need to be addressed to make it happen. Commissioner Hunker agreed

MOTION AS AMENDED:

Commissioner Hunker made a motion, seconded by Commissioner Coluzzi, that a letter of endorsement be drafted around the letter sent out by Commissioner Coluzzi with the edits incorporated in it, that the letter be sent to the LRCIA incorporating the comments of Commissioners Gossett, Sargent and Zellers and that the City Solicitor be instructed to draft the letter. Also included will be the establishment of a communication level that there is a Memorandum of Understanding or a letter of issues the Commissioners would like to have addressed in a parallel process, that the Commissioners endorse the concept or the design and as a result, if it is a positive result of the design and funding for the design that these are the issues which need to be addressed to make it happen.

Mr. Mark Carter of LRCIA said that the ACOE has been made aware of the proposed project and has not put up any red flags. One of the large funding sources under DNREC is SEMAQ which is currently being looked at and is in the October cycle. A lot of the questions which have been asked have been answered in the packet which was provided with the initial concept. This packet has been provided to the Commissioners on two occasions in the past and can be used as a refresher.

Commissioners Mills and Zellers would like the Commissioners to review the packet, have the letter rewritten so the Commissioners can see it, write components of a MOU and schedule a vote at a Special Meeting before the next Workshop Meeting.

City Solicitor Mandalas read the letter of endorsement where he had incorporated the edits.

Commissioner Hunker suggested that this would be an endorsement of the water taxi initiative that has a suitable docking facility providing the facility is limited to use as approved by the City.

Commissioner Mills said that there was no point in putting the line about the construction costing \$850,000.00. Commissioner Hunker concurred. Commissioner Sargent said that it should remain in the letter because it should be very clear what the magnitude of this project potentially is.

Commissioner Hunker will forward a list of guiding principles to the Commissioners in the near future.

Mayor Cooper thought that more work should be put into what the Commissioners are committing the City to and what is expected to be gotten out of it before moving forward.

(Gossett – aye. He had a little pause with respect to the issue of application of a grant because it is not known who the City is applying to or who is applying. He supports the concept of moving forward with the funding design phase. Sargent – aye. Coluzzi – aye. She disclosed that she is on the board of LRCIA. Cooper – no. Mills – no. Zellers – no. Hunker – aye.) Motion carried.

Mayor Cooper called to consider award of a contract for the “Standby Generator Installation at State Road Lift Station” project for which bids were received and opened on July 30, 2013.

Memos from the City Manager and Mr. Adam Tomey, PE of Allen & Shariff had been forwarded to the Commissioners prior to the meeting.

Mayor Cooper noted that the standby generator would be placed at the State Road pump station. Currently, that facility is served by two feeds from the power company. The City has been told that as it does improvements, a generator would need to be added to the wastewater treatment plant. The City budgeted \$85,000.00 for this project. Nickle Electrical, who previously did the other four generators, is the low bidder in the amount of \$55,000.00. The other bidders were Tudor Electric at \$58,860.00, Mid Atlantic Electrical at \$63,900.00 and John W. Tieder at \$68,500.00. There was an alternate amount that would have kept the second feed from the power company, and the low bidder was also low for the alternate at \$10,875.00. In consultation with the consultant and Mr. Bob Stenger, the recommendation was to not accept the alternate.

Commissioner Mills made a motion, seconded by Commissioner Sargent, to accept the bid of Nickle Electrical for the standby generator excluding Alternate No. 1. (Gossett – aye, Sargent – aye, Coluzzi – aye, Cooper – aye, Mills – aye, Zellers – aye, Hunker – aye.) Motion carried unanimously.

Mayor Cooper called to confirm additional appointments to the Communications and Animal Issues Committees.

Mayor Cooper submitted the additional appointments of James Horthy III to the Communications Committee and Richard Burne to the Animal Issues Committee.

Commissioner Sargent made a motion, seconded by Commissioner Mills, to confirm the addition of James Horthy III to the Communications Committee and Richard Burne to the Animal Issues Committee. Motion carried unanimously.

CITY MANAGER’S REPORT

Mayor Cooper reported that City Manager Gregory Ferrese feels that the parking meter revenue is running approximately \$15,000.00 behind but has been gaining on what has been behind and will finish at or above budget. The Schoolvue Sewer Project is going out to bid, and hopefully the bid will be awarded on October 18, 2013. One or two meetings need to be scheduled with the residents in Schoolvue to lay out what is going to happen. The biggest single feature is that New Castle Street Extended at Bay Road will be closed for a length of time. Permits have been received to shift lanes and lane closure, etc. The bids should be advertised in the near future.

Mayor Cooper recommended the approval of the Street Aid expenditures:

08/14/13	536	Delmarva Power	\$ 8,263.08 (Street Lights)
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Commissioner Sargent made a motion, seconded by Commissioner Mills, to approve the Street Aid expenditures as presented. Motion carried unanimously.

COMMITTEE REPORT

There was nothing to report.

CITY SOLICITOR’S REPORT

City Solicitor Mandalas reported that an appeal has been filed based upon the 111 Rodney Street partitioning that the Planning Commission approved. There have been efforts to resolve that matter. If it is resolved, the appeal would be withdrawn; but as it currently sits, the appeal is still pending.

COMMISSIONER ANNOUNCEMENTS/COMMENTS

Commissioner Gossett announced that initially a presentation was scheduled to be made to the Commissioners Mr. Dave Hickey of PTA/DEVAL regarding the citywide assessment. That presentation will be scheduled for a later date and should not have an impact on the schedule for the reassessment process which is October and November 2013. Staff members from his office have been collecting and establishing the tax database and reports from Main Street software and the County tax database are ongoing and are almost complete.

Mayor Cooper presented Commissioner Pat Coluzzi with a plaque for her six years of outstanding service on the Board of Commissioners.

DISCUSS ITEMS TO INCLUDE ON FUTURE AGENDAS.

There were none.

CITIZEN COMMENT

There was none.

The next Workshop Meeting will be held on September 9, 2013 at 9:00 a.m.

There being no further business, Mayor Cooper declared the meeting adjourned at 9:40 p.m.

Respectfully submitted,

(Lorraine Zellers, Secretary)