

**Charter and Code Review Ad Hoc Committee Meeting  
Minutes for Meeting held Saturday, January 13, 2018 at 2:00pm**

**Convene Meeting**

**Roll Call, Pledge of Allegiance, Adoption of Agenda**

Committee Chair, David King called the meeting to order at 2:00pm.

Roll call was taken with Julie Johnson, Jimmy O'Connor, Bill Galbraith, Elaine Bole, David King, and Fred Townsend (Town Attorney) being present.

The Agenda was adopted.

**Briefing on Delaware Freedom of Information Act/Sunshine regulations, ethics and authority to amend the Town Charter, and on the form of government described in the Charter – Town Attorney**

Town Attorney Fred Townsend spoke about the Freedom of Information Act (FOIA) and its effect on the activities of the committee. This committee is subject to FOIA as it is considered a public body.

Mr. Townsend then went on to discuss ethics governing the committee. Since there is currently not an ethics board for the town, the committee is under the jurisdiction of the State Public Integrity Commission. Mr. Townsend stressed the importance of avoiding even the appearance of a conflict of interest in our activities.

Discussion was held with regard to emails and FOIA, keeping of the minutes and ethics questions.

Discussion was held regarding the amendment of the Charter. Since the Charter is State law, any changes that are desired would have to go to the State Legislature. Further discussion was held regarding amending the code which is under the purview of the Town Commissioners.

Mr. Townsend discussed the current form of Town governance and the role of the Commissioners and how the Town functions.

**Organizational activities:**

**Nominate and vote on committee vice-chair and secretary**

**Discuss committee goals, objectives and timeline**

Bill Galbraith volunteered to be Vice-Chair and was elected.

Julie Johnson volunteered to be Secretary and was elected.

The committee focus will begin with the Charter for any changes and then look to the Code for amendments. The goal is to have Charter changes recommended to the Town Commissioners by May so that any such changes subsequently approved by the Town Commissioners can be included on the September election ballot in case a Referendum is required.

**Charter Review – Governance**

**Discussion focused on the roles and responsibilities of the Mayor, Town Commissioners, Town Manager and Department Heads (Sections 14, 15, 16 and 19 of the Charter)**

Commissioner Dale Cooke discussed how the Town Manager position and Commissioners interact and work currently, from his perspective as a former Mayor and liaison temporarily assigned the responsibilities of Town Manager.

Discussion was held of administrative, legislative and judicial functions and who performs each of these duties within the town and how they interact.

### **Charter Review Issues and Potential Code Amendments Requiring State Approval**

Discussed previously by the Town Attorney.

Discussion was held regarding the roles and powers enumerated by the Charter and how to begin the process of reviewing and revising it.

Discussion was held regarding goals of the committee prior to the next meeting on February 10, 2018.

### **Public and Committee Member Comments**

No additional Comments.

### **Adjourn Meeting**

A motion to adjourn was made by Julie Johnson and seconded by Elaine Bole and passed unanimously. The meeting was adjourned at 3:52pm