

MINUTES OF TOWN COUNCIL MEETING HELD ON JULY 9, 1996

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order by President Smith. On roll call, the following Elected Officials were in attendance: Mayor Ilyinsky, President Smith, President Pro-Tem McDonald, Councilmen Shaw, McLendon, and Wyett. Also in attendance were: Town Manager Robert Doney, Town Attorney John Randolph, Assistant Town Manager Peter Elwell, Assistant to the Town Manager David Jakubiak, Fire Chief Vincent Elmore, Police Chief Joseph Terlizese, Major Michael Reiter from the Police Department, Director of Public Works Al Dusey, Town Engineer James Bowser, Finance Director Marie Crozier, Assistant to the Finance Director Cheryl Somers, Director of Building & Zoning Robert Moore, Planning/Project Coordinator Timothy Frank, Zoning Administrator Paul Castro, Information Systems Manager Spencer Wilson, Risk Manager Barbara Martinuzzi, Director of Recreation Russell Bitzer, Supervisor Alan Brown from the Recreation Department, Purchasing Agent Charles Boggs, Program Coordinator Carla Kneipp, and Town Clerk Mary Pollitt.

II. INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was given by Rabbi Michael Resnick. President Smith led the Pledge of Allegiance.

III. COMMENTS OF THE MAYOR

Mayor Ilyinsky urged that residents not be swayed into a position of false security with pending Hurricane Bertha, because hurricanes could turn around, and suggested that appropriate caution be taken.

Mayor Ilyinsky announced that Chief Vincent Elmore, of Fire-Rescue had brought to his attention that the estate of Mrs. Muriel M. Boettcher and Mr. Alvin W. Boettcher had donated a new mobile intensive care unit to the Fire Rescue Department, effective June 14, 1996. Mayor Ilyinsky expressed the gratitude of the Town. He also thanked former Council President Charles Warwick, who had handled the legal matters in this regard.

Mrs. Smith thanked Mr. Bitzer, and the members of the Recreation Department for the outstanding, wonderful first annual Fourth of July Celebration! She commented that over 3,000 dinners had been served, and Public Works had done a great job, as well as the Police and Fire Departments.

IV. APPROVAL OF THE AGENDA

Mr. McDonald recommended that the Council set a fixed time for communication from citizens, with a time certain at every meeting, immediately after lunch, and suggested that this be included under X. D. Other, Item 7, for discussion, and as an Agenda item for the August meeting.

Mr. McLendon made a motion to approve adding this item as Agenda item X.D. Other, 7, for

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inclusion on the Agenda for the August meeting; seconded by Mr. Shaw. On roll call, the motion carried unanimously.

Mr. McDonald recommended an addition under X. D., Other, Item 8 to add as an Agenda item for next month's meeting the recusal procedure on how a Council member can determine whether it is necessary to recuse himself.

Mr. Wyett made a motion to add this item as Agenda item X. D., Other 8, for inclusion on the Agenda for the August meeting; seconded by Mr. McLendon. On roll call, the motion carried unanimously.

Mr. Wyett recommended the addition of a Resolution of the Town of Palm Beach Representative Clay Shaw and to Senators Mack and Graham to amend the proposal by Representative Foley for a \$7.5 million grant to West Palm Beach to include a provision; to be added as X. D., Other, Item 9, to the Agenda today.

Mr. Shaw made a motion to approve adding this item to the Agenda; seconded by Mr. McLendon. On roll call, the motion carried unanimously.

Mrs. Smith advised that there had been a request by Mr. Asrani for deferral of New Business, D., Other, Item 1, Consideration of Appeal Regarding Solid Waste Billings.

Mr. McLendon made a motion to defer this item; seconded by Mr. McDonald. On roll call, the motion carried unanimously.

Mr. Shaw made a motion to approve the Agenda as amended; seconded by Mr. McLendon. On roll call, the motion carried unanimously.

NOTE: Items listed on the "Approved Agenda" will be approved by one motion of the Town Council, unless the Mayor or an individual Council Member requests that certain items be deleted from same and be individually considered.

APPROVED AGENDA (ITEM V & VI)

V. APPROVAL OF MINUTES OF FEBRUARY 5, APRIL 22, MAY 29, AND JUNE 11, 1996

VI. LICENSES AND PERMITS

A. Charitable Solicitations

1. Arthritis Foundation; No. 87-97
2. South Florida Public Telecommunications, Inc.; No. 168-97
3. The International Society of Palm Beach; No. 232-97
4. International Game Fish Association, Inc.; No. 235-97
5. Home Safe of Palm Beach County, Inc.; No. 403-97

Mr. Shaw made a motion to approve the Approved Agenda; seconded by Mr. McLendon. On roll call, the motion carried unanimously.

REGULAR AGENDA

VII. LICENSES AND PERMITS

B. Charitable Solicitations

1. Hope House of the Palm Beaches, Inc.; No. 297-97

Town Clerk Pollitt referred to her memorandum concerning Hope House, stating that a Charitable Solicitation Permit had been applied for by the organization. It was their desire to hold two events at the Four Seasons Resort Hotel on August 24, 1996 and December 6, 1996, however they had been unable to provide an audit as required in the ordinance. Because of circumstances surrounding recent organizational problems at Hope House, the accounting firm of Haas, Diaz, & Co. explained that they had not been able to reconstruct any sort of audit at this time. Mrs. Pollitt pointed out that disapproval had been given by the Finance Director, Mr. Doney, and herself, subject to the consideration of the Town Council, for a decision on whether to go ahead with the events without an audit at this time, requiring that an audit be provided as soon as it was available.

Mr. Wyett made a motion that the general provisions of the ordinance be waived for this particular instance; seconded by Mr. Shaw for discussion.

Mr. Shaw remarked that there was an indication that an audit may not be available until late July, and proposed that approval be given, as recommended by Mr. Wyett, for the first event, but that the second event not be approved until the audit was received.

Mr. Wyett commented that Hope House raised money to assist with AIDS victims, and he did not want the Town Council

Mr. McDonald agreed with Mr. Wyett, however, he pointed out that the Town Council had a responsibility to review these audits in order to approve the permits, and suggested deferring any decision to the August Town Council Meeting.

Mr. Wyett amended his motion to include approval of the first event, with the audit requirement waived, and the second event not being approved until the audit was received; seconded by Mr. McLendon. On roll call, the motion carried unanimously.

VIII. COMMITTEE REPORTS

A. Report of the Finance and Taxation Committee of June 28 and July 1, 1996

FINANCE & TAXATION COMMITTEE REPORT OF MEETINGS HELD ON

JUNE 28, 1996 AND JULY 1, 1996

I. CALL TO ORDER AND ROLL CALL: The Finance & Taxation Committee meeting was called to order by Chairman Lesly Smith at 10:05 a.m. on June 28, 1996. On roll call, Mrs. Smith, Chairman, and Mr. Leslie Shaw, Committee Member, were found to be

The FY97 Proposed Total General (Operating) Fund Budget of \$32,885,107 (see page 6 of Exhibit B dated June 21, 1996) is **preliminary** as of this time and does not include a potential general pay increase. As usual, at this point in the budget process there is limited available information regarding proposed general pay increases in our employment market area. Based upon further review of this matter by the Personnel Director, I will attempt to advance my recommendation on a general pay increase at the Special Town Council meeting on August 1st or at the August 13th regular monthly Town Council meeting.

The total personnel complement (full-time equivalent personnel) for the FY97 Proposed General Fund Budget is 364.08. This is a proposed increase of 15.93 positions from FY 96 and each applicable Department Head and I will identify the details of same by Department and Program, as noted on attached Exhibit B, at the Finance and Taxation Committee meetings.

The FY97 Proposed Budgets represent a continued effort by Staff to provide the Town Council authorized variety and quality of municipal services to the Town taxpayers in the most cost-effective manner. The type and level of municipal services proposed for FY97 are generally the same as they were in FY96. In a few instances, levels of service are proposed to increase, each such proposal will be presented in detail during the Finance and Taxation Committee meetings. If the Finance and Taxation Committee recommends and the Town Council subsequently authorizes other expanded or modified Town services, the Town Staff will need to estimate the cost impacts of same and amend the FY97 Proposed General (Operating) Fund Budget accordingly.

B.

Mrs. Crozier noted that in the list of exhibits, Exhibit P on page 2, the word "Commodities" should be inserted between Contractual and Capital Outlay.

Mr. Doney said that he would be handing out a copy of a progress report on the Nolen, Holt, and Miner Reports dated March 22, 1996, regarding the Finance Department and same will be considered later in the meetings.

C. INSURANCE PROGRAMS OVERVIEW-RISK MANAGER AND PERSONNEL DIRECTOR: Mrs. Barbara Martinuzzi, Risk Manager, presented the property and casualty portions of the self-insurance fund which are general liability, automobile liability, public officials liability, workers' compensation, and property. Mrs. Martinuzzi explained the Town is self-insured for all exposures and maintains excess insurance coverage above the self-insured retention. The Town carries a self-insurance retention of \$200,000 per occurrence applied to automobile and general liability, and a retention of \$100,000 for property, workers' compensation, and public officials. Mrs. Martinuzzi pointed out that the Town has a "loss fund" or aggregate retention fund of \$775,000 which applies to each fiscal year with a \$1 million excess, aggregate through commercial carriers if the loss fund should be exhausted.

Mrs. Martinuzzi reported the Town maintains \$10 million in coverage for the areas of general liability, automobile liability, and public officials, statutory limits for workers' compensation benefits, and approximately \$32 million for property coverages.

Committee and gave an explanation of the justification process that is used to determine the recommended software and hardware budget items for all departments. Mr. Wilson said, using that method, he was able to reduce the hardware costs by \$17,725 from the original estimates. Mr. Wilson reported his request is for \$83,671 or approximately a \$17,000 savings from the original requests.

Mr. Wilson reported that some of the software programs will be written in-house at a cost savings \$4,700 from original requests at the April meetings with the Department Heads.

After discussion concerning the amount of memory needed to update various computers and the needs of various users in the Town, **THE COMMITTEE RECOMMENDED A DECREASE OF \$6,000 TO INFORMATION SYSTEMS TOTAL BUDGET FROM \$438,863 TO \$432,863. LINE ITEM 001-125-513-64-04, DATA PROCESSING EQUIPMENT, TO BE REDUCED BY \$5,000 TO \$25,200. COMPUTER SOFTWARE, TO BE REDUCED BY \$1,000 BASED ON ANTICIPATED REDUCED COSTS FOR MEMORY CHIPS.**

E. FIRE-RESCUE DEPARTMENT: Fire-Rescue Chief Ken Elmore, assisted by Belinda Hardy, presented an overview of the Fire-Rescue Department budget. Chief Elmore reported the Fire-Rescue Department's budget consists of five programs--Administrative, Fire Fighting, Fire Prevention, Emergency Medical Services, and Building Maintenance.

nationally.

Mr. Bitzer noted that the FY97 Adult Program revenues are estimated to be up approximately \$1,200 or 5% above the FY96 projected revenues. The FY97 Youth Program revenues are estimated to be up approximately \$4,150 or 3% above the FY96 approved revenue budget. This increase in revenue is due to an increase in participation in youth programs, and fee increases.

THE COMMITTEE RECOMMENDED THE DAILY NON-RESIDENT ADULT FEE UNDER RECREATION DEPARTMENT FEE SCHEDULES-TENNIS DIVISION, BE RAISED FROM \$10.00 TO \$12.00 AND CHANGE THE PROPOSED FY97 SIBLING DISCOUNT FEE, 1ST - 5TH GRADE AFTER SCHOOL PROGRAM, YOUTH AND ADULT DIVISION (RECREATION CENTER) FROM \$60.00 (AS SHOWN) TO \$65.00. THE COMMITTEE RECOMMENDED ELIMINATING \$2,000 FOR THE TREES, LEAVING A BALANCE OF \$1,000 FOR LINE 311-572-34-02, AND APPROVING THE REMAINDER OF THE BUDGET.

1. Golf Course Fund

Russell Bitzer and Rick Dytrych addressed the issue of the Golf Course Program. Mr. Bitzer reported that the Golf Course, in FY96, will show a net loss of approximately \$50,000. This estimated loss is thought to

JULY 1, 1996

The meeting of the Finance and Taxation Committee was reconvened at 9:55 a.m. on July 1, 1996, by Chairperson Lesly Smith.

The remainder of the agenda was approved by the Committee.

I. PERSONNEL DEPARTMENT: Mrs. Carla Kneipp, Mrs. Pam Russell, and Mr. Doney presented an overview of the proposed FY97 Budget for the Personnel Department. Mr. Doney reported that the services provided by the Personnel Department are recruitment and selection, benefit administration, compensation and classification, legal issues, employee relations, policy and procedures, occupational clinic, retirement, and training. Mr. Doney said that two proposed increases were in Salaries/Wages Longevity (line 12-03) and the area of recruitment (lines 34-17 and 34-19). The overall Proposed FY97 Budget for the Personnel Department has a proposed increase of 2%.

THE COMMITTEE RECOMMENDED THE APPROVAL OF THE PROPOSED FY97 BUDGET FOR THE PERSONNEL DEPARTMENT AS PRESENTED.

J. FINANCE DEPARTMENT: Mrs. Marie Crozier, Finance Director, explained the Finance Department

ACCOUNT(THE ENTERPRISE ACCOUNT); THE POLICE DEPARTMENT TO REVIEW THE PARKING SITUATION IN THE TOWN REGARDING INSTALLING METERS WHERE THEY WOULD BE FUNCTIONAL. APPROVAL WAS RECOMMENDED TO ADD ONE PERSON, FUNDED AT 100% IN THE PARKING FUND, THE NEW PUBLIC SAFETY AIDE WOULD BE FUNDED 25% IN POLICE DEPARTMENT 428 (PATROL SERVICES). THE REMAINDER OF THE PROPOSED FY97 PARKING FUND BUDGET, DEPARTMENT 430, WAS APPROVED AS PRESENTED.

Beach Rescue: Parks and Recreation

Major Croft reported that the beach is guarded 9:00 a.m. to 4:30 p.m. daily.

Chief Terlizzese said eleven confirmed rescues were reported in 1995, including Phipps Ocean Park and the Mid-Town Beach.

After discussion, **THE COMMITTEE RECOMMENDED THE APPROVAL OF THE PROPOSED FY97 BUDGET FOR BEACH RESCUE, DEPARTMENT 432.**

The Committee considered the proposed FY97 budget for Program 433, Special Detail, which is the hiring of off-duty police officers. Mrs. Crozier explained that when expenditures are made from the General Fund those expenditures have to be recorded

~~of the unit costs associated with health insurance and retirement resulting in the lowering of all departments' budgets with the possible exception of the Police Department.~~

Mrs. Smith requested that an explanation be given for the "Intergovernmental Relations Consulting Fee" on page 18 of the Sort Report. Mrs. Crozier replied that particular item should not have been included under the Planning, Building, and Zoning Department but is included under the Town Manager's set of accounts. Mrs. Crozier said that Intergovernmental Relations Fees included the PBIA legal issues and the appraisal of the Pike Road property.

THE COMMITTEE RECOMMENDED THAT ALL DEPARTMENTS TURN OFF ALL ELECTRIC LIGHTS OR MACHINES WHEN NOT IN USE OR WHEN IT IS PRACTICAL TO CONSERVE ELECTRICITY.

Mr. Doney stated that a Special Town Council Meeting is scheduled for August 1, 1996, at 9:30 a.m. to set the tentative operating millage for the FY97 General Fund.

IV. CONSIDERATION OF NOWLEN, HOLT, AND MINER REPORTS DATED MARCH 22, 1996, REGARDING THE FINANCE DEPARTMENT - PROGRESS REPORT ON IMPLEMENTATION OF WORK PROGRAM:

Mr. Elwell proposed that the items that have been addressed and identified on the report be listed as a separate group prior to the July 9, 1996, Town Council meeting. The Staff, the Finance Department, and the Auditors agree that all of this group of items has been addressed.

Mr. Shaw made a motion to approve the recommendation of the Committee; seconded by Mr. Wyett.

Mr. McLendon expressed reservations about reducing monies for the lobbying effort.

Mrs. Smith explained that it had been discussed that if the lobbyist was needed, the budget could be approached for extra funds.

On roll call, the motion carried unanimously.

Mrs. Smith reported that after discussion, **THE COMMITTEE DIRECTED THAT THE \$500 IN THE DONATIONS ACCOUNT ALLOCATED FOR A 4TH OF JULY EVENT BE APPLIED AGAINST LINE 49-20 FOR THE JULY 4, 1996, EVENT.**

Mrs. Smith mentioned that perhaps a line item should be included in the budget for FY97 to be considered at the August 1 meeting for an Annual Fourth of July Party for the Town of Palm Beach, and asked that the Council consider addressing that item at the August meeting.

Mr. Doney clarified that account number 001-112-512-49-20 did have \$8,000 allocated for FY97, and was included in the Intergovernmental Relations section.

Mr. Shaw made a motion to approve the recommendation of the Committee; seconded by Mr. Wyett.

Chief Terlizze commented that the ATV could be parked at the Carlisle House if it was donated.

On roll call, the motion carried unanimously.

Mrs. Smith reported that after discussion of line item 64-03 which included a boat trailer, light bars for the cars, bullet proof shields, laser radars, and VCR's for the patrol units, **THE COMMITTEE RECOMMENDED APPROVAL OF THE FY97 PROPOSED BUDGET FOR THE PATROL SERVICES PROGRAM.**

Mr. Wyett made a motion to approve the recommendation of the Committee; seconded by Mr. Shaw. On roll call, the motion carried unanimously.

Mrs. Smith reported that after discussion, **THE COMMITTEE RECOMMENDED APPROVAL OF THE FY97 PROPOSED BUDGET FOR THE CRIMINAL INVESTIGATION UNIT, DEPARTMENT 429.**

Mr. Wyett made a motion to approve the recommendation of the Committee; seconded by Mr. McLendon. On roll call, the motion carried unanimously.

Mrs. Smith reported that after discussion, **THE COMMITTEE RECOMMENDED THAT**

Mrs. Smith reported that after discussion of the Debt Service Fund, **THE COMMITTEE RECOMMENDED THE ACCEPTANCE OF THE DEBT SERVICE FUND.**

Mr. Shaw made a motion to approve the recommendation of the Committee; seconded by Mr. McLendon. On roll call, the motion carried unanimously.

Mr. McLendon suggested that the process of splitting projects on the budget be studied.

Mrs. Smith explained that it was the recommendation of the Committee that under the Capital Improvement section, Mr. Dusey look into projects that could be accelerated, and he would report the information to the Committee.

3. Retirement Fund:

Mrs. Smith reported that after discussion, **THE COMMITTEE RECOMMENDED THE ACCEPTANCE OF THE RETIREMENT FUND.**

Mr. Wyett made a motion to approve the recommendation of the Committee; seconded by Mr. Shaw. On roll call, the motion carried unanimously.

P. REVENUES:

Mrs. Smith reported that after discussion,

Subsidiary Ledgers Monthly. She noted that this item went along with Item 29(d), and addressed the actual Subsidiary Ledger account, and cash, investments, and payroll related accounts would be reconciled monthly--the balance of donated funds, fixed assets would be done no less than quarterly.

Mr. Shaw made a motion to approve Item 30; seconded by Mr. Wyett. On roll call, the motion carried unanimously.

Mr. Shaw made a motion that Item 35 and 36 (Parking Meter Collections) be postponed to the Finance & Taxation meeting in November, 1996.

Mr. Doney explained that staff had planned to meet on July 10, 1996, to determine the plan of action in this regard, as part of the issue was the current contract, and methods of collection and maintenance.

Mrs. Smith suggested that the parking meter collection question be added to the August Town Council Meeting Agenda.

Mr. Shaw made a motion that Item 35 and 36 be postponed to the August Town Council Meeting; seconded by Mr. McLendon. On roll call, the motion carried unanimously.

This concluded discussion regarding the Finance & Taxation Report.

B. Appointments

1. Code Enforcement Board - Two Alternate Two-Year Terms to Expire 1998 (Deferred from April 9 and June 11, 1996 meetings)

Mr. Elwell tabulated the votes of the Town Council for the Code Enforcement Board appointments. There was a run-off between Mr. Pyms and Mr. Thomas.

(Mrs. Smith announced later in the meeting that the two new members of the Code Enforcement Board were Eugene Lawrence, Architect, and David J. Thomas, Account.)

C. Other

1. Consideration of Proposed Water Franchise Agreement with the City of West Palm Beach and Related Issues - Letter from Dated June 28, 1996, from Mayor Ilyinsky to Mayor Graham

Mayor Ilyinsky stated that he had not yet had an answer to his letter of June 28, 1996.

2. Status Report on Proposed Franchise Agreement Between the Town of Palm Beach and Comcast Cablevision, Inc.

hazardous materials assessments.

Mr. Randolph addressed the following:

- . Palm Beach Pier Corporation
- . Worth-Hammon Corporation
- . Ora L. DeMarco et al

He stated that it was believed that initially all of these related to Palm Beach Pier Corporation, which was no longer existed, nor were any of the successors in existence, and these were considered uncollectible.

- . Guilford Dudley, Jr.

Apparently, a previous Finance Director had written it as paid, but it had not been, and inquiry was being made as to whether the Town would be estopped from collecting.

- . Code Enforcement Board Liens

Mrs. J. Johnson - resolved.

Garden City Co. - lien going to foreclosure.

E.N. Gilbertson - lien

Mr. Paul Davis, Director of Bell South, stated that service to the residents of Palm Beach was the issue, and during the season there were some customers that needed service which had been prohibited in the past. He saw no problem with the language "telecommunication providers."

On roll call, the motion carried unanimously.

2. Resolution No. 34-96 - Increasing Recreation Department Fees for Youth Program and Facility Rental

Mr. Russell Bitzer, Recreation Director, addressed the Town Council, stating that these fees had been discussed earlier in the Finance & Taxation Committee Report.

Mr. Randolph read Resolution 34-96:

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, AMENDING RECREATION DEPARTMENT YOUTH PROGRAM AND FACILITY RENTAL FEES.

Mr. Wyett made a motion to approve Resolution 34-96; seconded by Mr. Shaw. On roll call, the motion carried unanimously.

3. Resolution No. 35-96

Mr. Bowser indicated that this was not a sell, but a granting of an easement. If the Town would ever desire to sell this property, the lot would be buildable, as the easement would be situated in the side yard setback.

Mrs. Smith asked why the property could not be leased to BellSouth, so that the Town would still be in a position to lease to other companies that may ask for the same easement?

Mr. Bowser replied that leasing had not been considered, and in trying to determine an easement, the impact of selling the property had been considered. He noted that there was a time factor for BellSouth.

Mrs. Smith asked how many easements BellSouth owned in the Town?

Mr. Bowser responded that an easement had been granted on Australian Avenue, one on the North Fire Station property, one in Seaview Park, and one in Boyd Park, at the Par III Golf Course. He added that all of the other structures that he could think of were in the rights-of way.

Mrs. Smith asked Mr. Davis of BellSouth how many other easements BellSouth was considering in the Town?

Mr. Davis responded that this was the last location being considered, which was very critical to the north area of the island.

On roll call, the motion carried 4/1, with Mrs. Smith casting a negative vote.

Mrs. Smith suggested that the Architectural Commission review the location.

Mr. Moore agreed that would be done.

Mr. Randolph read Resolution 37-96:

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PALM BEACH, PALM BEACH COUNTY, FLORIDA, GRANTING AN EXCLUSIVE UTILITY EASEMENT TO BELL SOUTH, INC. ON TOWN OWNED PROPERTY LOCATED AT 265 PALMO WAY, PALM BEACH, FLORIDA.

Mr. McDonald asked for clarification of the ARCOM review?

Mr. Moore explained that it was a structure, and if it generated an interest in the neighborhood, it would be required to come before the Architectural Commission. It would have gone before ARCOM later on, with or without Town Council action.

Mr. McDonald asked how the Town Council would know whether ARCOM review was required?

Mr. Moore replied that anything that could be seen from the public

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counterproposal if BellSouth was not present?

Mr. Randolph suggested that the matter be deferred--now that the motion had been made to reconsider, some investigation should be given to the appropriate manner in which to approach the issue, and BellSouth should be involved in those conversations.

Mr. Wyett withdrew his motion.

Mr. Randolph remarked that the matter could be referred to staff for input.

Mr. Wyett made a motion that the matter be reconsidered at the August 1, 1996 Special Town Council Meeting; seconded by Mr. Shaw.

Mr. Doney asked how BellSouth would be officially notified?

Mr. Randolph suggested notifying them by phone as soon as possible, and then follow up by fax and/or by writing. He advised that another thing to consider in determining whether or not to lease green space within the Town was the Town Charter provision.

Mrs. Smith clarified that all the facts would be presented on August 1, 1996 with input by staff.

Mr. Doney stated that he did not know if the information could be provided by that date, unless Mr. Jakubiak