

TOWN OF SOUTH BETHANY TOWN COUNCIL BUDGET WORKSHOP MEETING MINUTES FEBRUARY 22, 2018

MEETING CALLED TO ORDER

Mayor Voveris called the February 22, 2018, Town Council Budget Workshop Meeting to order at 2:00 p.m.

ATTENDANCE

PRESENT: Councilmembers Don Boteler, Sue Callaway, Tim Saxton, Tim Shaw, Carol Stevenson, Frank Weisgerber, and Mayor Pat Voveris; Town Manager Maureen Hartman; Chief Troy Crowson; Finance Director Renee McDorman; and Administrative Assistant Pam Smith

Mayor Voveris modified the sequence of the agenda items at the request of Councilmember Weisgerber. These minutes reflect the order in which agenda items were discussed.

ADOPTION OF MINUTES

- **Town Council Regular Meeting Minutes, February 9, 2018** – A motion was made by Councilmember Boteler, seconded by Councilmember Shaw, to accept the February 9, 2018, Town Council Regular Meeting Minutes. The motion was unanimously carried.
- **Town Council Executive Session Minutes, February 9, 2018** – A motion was made by Councilmember Shaw, seconded by Councilmember Weisgerber, to accept the February 9, 2018, Town Council Executive Session Minutes. The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE TO AWARD THE FOLLOWING BIDS:

- Bid No. 18-01 Beach Concession Service – Sale of Food and Drink
- Bid No. 18-02 Beach Concession Service – Rental of Beach Chairs and Beach Umbrellas

After discussion, a motion was made by Councilmember Callaway, seconded by Councilmember Stevenson, to award Bid No. 18-01, Beach Concession Service – Sale of Food and Drink, and Bid No. 18-02, Beach Concession Service – Rental of Beach Chairs and Beach Umbrellas, to Jay Vending Company. The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE ON ADOPTION OF 2018 SUSSEX COUNTY TAX ASSESSMENTS FOR THE TOWN OF SOUTH BETHANY 2019 FISCAL YEAR (MAY 1, 2018, TO APRIL 30, 2019)

A motion was made by Councilmember Boteler, seconded by Councilmember Saxton, that the Town of South Bethany elect to use the assessment and any supplementary assessment listing established annually by the Sussex County Board of Assessment for FY 2019 property taxation purposes. The motion was unanimously carried.

Note: Requested Sussex County assessments will be based on assessments as of March 1, 2018.

DISCUSSION AND POSSIBLE VOTE ON REVISITING THE PERMIT PARKING KIOSK, ASSOCIATED SIGNAGE, AND PERMIT AREA APPROVED BY COUNCIL ON FEBRUARY 9 TO CANCEL THE FUNDING AND IMPLEMENTATION FOR THIS SEASON AND ALLOW MORE TIME FOR RESEARCHING AND VETTING THE INITIATIVE. (TIM SHAW)

After discussion, Council took no action on this agenda item. Council will submit their questions to the Town and when more research has been conducted the Town Manager will report back to Council with a plan to operationalize the project.

REVIEW/DISCUSSION AND POSSIBLE VOTE FOR FY19 FUNDING OF A CANAL WATER QUALITY COMMITTEE PROJECT TO DO AN ANALYSIS REGARDING NITROGEN AND PHOSPHOROUS ISSUES IN SOUTH BETHANY CANALS. THE ANALYSIS WILL PROVIDE SOUTH BETHANY WITH THE DATA REQUIREMENTS TO DETERMINE THE BEST REMEDIATION AND TO APPLY FOR PERMITS. ESTIMATED COST OF THE PROJECT IS \$44,815. FUNDING WILL BE CAPPED AT \$50,000.

Council had information from Councilmember Weisgerber regarding the project. Councilmember Weisgerber said the cap of \$50,000 includes Woods Hole Group analyzing the core samples regardless of how many core samples are needed.

Mayor Voveris inquired about grant money for the project. Councilmember Weisgerber said grant money right now through DNREC is not available for this project. He added that the committee will do everything possible to get a grant if one is available.

Public Comment: Jack Whitney (105 Boone Road) – Addressed the Council on this issue. His comments are attached.

After Council discussion, a motion was made by Councilmember Weisgerber, seconded by Councilmember Shaw, to move forward on FY19 funding capped at \$50,000 for work with the Woods Hole Group for a Canal Water Quality Committee Project to do an analysis regarding nitrogen and phosphorous issues in South Bethany canals which will provide South Bethany with the data requirements to determine the best remediation and to apply for permits. The motion was unanimously carried.

FY2019 (MAY 1, 2018 TO APRIL 30, 2019) DRAFT BUDGET REVIEW TO INCLUDE DISCUSSION AND POSSIBLE VOTE ON ANY LINE ITEM PROPOSED FOR THE FY 2019 BUDGET (DON BOTELER)

Councilmember Boteler thanked everyone who contributed to the draft budget process – the department heads, committee chairs, Budget and Finance Committee members, and the Finance Director for her superb work on pulling it all together.

Councilmember Boteler reviewed the draft budget.

Councilmember Callaway questioned the small amount of \$2,500 in the Gas Leak Income – Sharp Energy line item. The Finance Director said that contract should probably be looked at.

Councilmember Stevenson asked where some monies for the Communications and Public Relations Committee had been moved to. The Finance Director said it is under General Administrative (GA) in the Town Functions/Discretionary Expenses line item (\$7,000). The following fall under this line item: Service and goodwill, town anniversary celebration, town functions, healthy initiatives, advertising, etc. The committee will organize the events, but the Town will pay the bills. Councilmember Stevenson asked if that included money for the website. The Finance Director said no, the website money is in the Website Maintenance line item.

Further savings will be reflected in the Public Safety budget once the Administrative Assistant position is calculated as part-time rather than full-time. The Finance Director noted that the pension costs will remain with the part-time employee.

Chief Crowson stated that if a new police vehicle is not being purchased, he needs to increase the Car Maintenance line item by \$5,000. Chief Crowson stated that the vehicle is 10 years old and he believes it is time to purchase a new vehicle.

Councilmember Boteler stated that the Budget and Finance Committee recommended not adding a 400-hour part-time officer because the committee thinks the Town can get along with fewer police. Chief Crowson stated that the part-time officer will alleviate some of the schedule issues the department has – the position creates a way to fill any voids the department may have. Chief Crowson said traditionally the part-time officer was used on the weekends for double coverage on the busy times during the summertime. Councilmember Callaway said it would be helpful if the Salaries - Admin. Assist/Seasonal line item were separated. The Finance Director will make that change.

South Bethany Beach Patrol – Councilmember Callaway asked for more information on the Beach Patrol Captain position being moved to a full-time position. The Finance Director stated that part of that salary is in Beach Patrol and part is in GA. During the non-beach patrol season, the position would contribute mostly as backup to the Code Enforcement Constable monitoring enforcement and property maintenance. Councilmember Boteler stated that the Code Enforcement Constable and Finance Director fill unique rolls, and there is no backup or opportunity for cross training. Moving the Beach Patrol Captain position to full-time presents the Town with an opportunity to begin cross training and to have backup capability – predominately for the Code Enforcement Constable position, but also for some financial backup. It was noted that the Beach Patrol Captain currently does work in the off season without pay performing tasks such as budgeting, ordering, recruiting, and attending tryouts.

Noting that Council voted down moving forward on Phase II of the microsurfacing project, Councilmember Saxton requested that the Maintenance Supervisor look at the roads and come back to the Budget and Finance Committee with an estimate on repairs that may be needed to keep them in shape short term.

Councilmember Callaway requested keeping some microphones in the budget. The Finance Director will find out if the Town can add more microphones to the current audio system.

Councilmember Saxton suggested keeping some reserves for things like comp time. Councilmember Callaway suggested that it could go with the Accrued Vacation/Sick Leave Balances.

Councilmember Boteler said as Council gets closer to adopting the budget, Council can consider voting up or down some of the items in the proposed draft budget.

PUBLIC COMMENT PERIOD

Carol Stevenson (131 Henlopen Dr.) – Made the following statement: I along with the rest of the South Bethany Town Council received an email from the Mayor this week. The Mayor wants us to “dial back our presence and our communication” to town employees. I will ignore this request because I believe it is my obligation as an elected official to ask questions, get advice, and request information from the town staff. I also believe we should address our town staff as colleagues, coworkers, or town staff and that people who work on this Council should be called Town Council.

Mayor Voveris stated that she did not mean for the communication to be insulting. Councilmember Stevenson said it was insulting to her. Mayor Voveris apologized and stated that she got feedback from staff that felt pressure and overwhelmed with the amount of people going in and seeing them and questioning them and that was her only purpose to send an email.

ADJOURNMENT

A motion was made by Councilmember Shaw, seconded by Councilmember Weisgerber, to adjourn the February 22, 2018, Town Council Budget Workshop Meeting at 4:30 p.m. The motion was unanimously carried.

phs:2018 02 22 Budget Workshop Minutes Approved 3 9 18

Attachment: Comments from Property Owner Jack Whitney