

TOWN OF SOUTH BETHANY TOWN COUNCIL REGULAR MEETING MINUTES FEBRUARY 9, 2018
--

MEETING CALLED TO ORDER

Mayor Voveris called the February 9, 2018, Town Council Regular Meeting to order at 2:00 p.m., followed by the Pledge of Allegiance to the Flag.

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

LEADERSHIP REPORTS

- **Mayor's Report**—Submitted by Mayor Voveris:

Since my last report I have worked on updating the employment contract agreements for our Town Manager and Police Chief with our attorney, Town Councilmembers, and two employees. I hope to bring the contracts forward for Town Council approval at our Town Council meeting in March or April.

In January I joined local Mayors in pursuing continued efforts for A.C.T. (Association of Coastal Towns) and have attached details of our most recent activity for review. (See Attachments 1 – 8 that are posted on the Town Council Meeting Agendas and Minutes page of the Town's website.)

On February 7 Councilmembers Shaw, Callaway, Stevenson, Saxton, and I attended the S.C.A.T. (Sussex County Association of Towns) evening meeting to hear messaging from our legislators.

Thank you.

- **Town Manager's Report**—Submitted by Maureen Hartman:

- Attended the SCAT dinner meeting with Councilwoman Stevenson on December 6.
- December was a busy time with numerous town meetings throughout the month. On December 13, Joe Hinks and I met with Amanda Gowans to discuss the five-year verification cycle of the Community Rating System (CRS) program. Joe and I have been asked to submit additional documentation to Ms. Gowans, due to new scoring criteria for the program and we are still working on that submittal. Some things that will be changing:
 - Correspondence going out to residents will be shortened to 1-2 pages.
 - Correspondence will go out once a year as opposed to twice a year, unless we feel both mailings are necessary.
 - We are required to put more information on our website and/or Facebook page.
 - We are required to have more outreach events and certain topics are mandatory topics for discussion.
 - Some items have been removed or revised for crediting; new items will need to be introduced.
- January 4-5 was the snow storm which closed Town Hall, as well as most of the southern portion of the state, for two days. Maintenance employees Don Chrobot and Rick Gentile, as well as our police department, stood steadfast with the Town and did an excellent job clearing roads and sidewalks and assisting residents.

- Sharp Energy had an issue during the snowstorm, but within 24 hours, they rectified the situation. I sent a letter to the president of Sharp, Mr. Robert Zola, but to date, have not received a response. Employees from Sharp have been more receptive responding.
- On January 19, I attended an ACT meeting with Mayor Voveris.
- Renee and I met with Councilman Saxton on January 19 to discuss parking permits.
- On January 22, I notified DNREC of a fishkill in the canals. Within hours, representatives from DNREC and UD along with Councilman Weisgerber and Dave Wilson, determined that the fishkill was probably caused by low oxygen levels due to the ice covering the canals over the last several weeks due to the extreme cold temps. The fish found were gizzard shad. The gizzard shad ranged from about 13-15 inches long. Mr. Wilson checked 7 dead-end sites that he monitors for water quality and found fish floating or submerged in four of them: Three in the east end of Anchorage; eight in the east end of Petherton; five in the east end of Brandywine; and two in the east end of Russell, for a total of 18. He did not check the entire length of the canals. Some fish were smaller, approximately 6 inches long, but he could not ID them. The person who initially reported the dead fish said he saw approximately 20 floating by his house on Anchorage canal in the morning.
- Janet has been preparing for the Town's upcoming election in May. There are three Council seats (Councilmembers Boteler, Callaway and Shaw), as well as the Mayor's seat, open.
- Staff meeting was held on January 23 with a special employee training class from our Safety Coordinator, Rick Gentile, regarding slips, trips and falls. Additionally, staff has been moving forward with writing procedural manuals for their respective positions. Don has completed his.
- Attended a Women Leading Government meeting on January 24 in Dover. Mayor Polly Sierer from the City of Newark, was the guest speaker.
- Councilman Boteler, Renee and I held a Budget and Finance committee meeting in preparation for the FY2019 budget on January 25. We have been approved by B&F to move forward with the GPS installation on all Town-owned vehicles (Town, Maintenance, and Police), as recommended by our auditors and insurance company.

The GPS tracking has been used widely with government entities and provides information regarding vehicle maintenance, accident tracking and speed, and provides the elected officials the ability to see how frequently Town employees are assisting residents. GPS units in police cars can help a police department provide better service to their local community. The GPS data can identify which police vehicle is closest to a crime scene and can help police officers get to the scene of a crime or emergency sooner. GPS vehicle tracking can also be helpful if an employee ever goes missing on the job.

- The Chief and I have been working on the SOPs as directed by the Mayor and Council.
- Property owner Robert Kirk donated a picture with a panoramic view of South Bethany's beach area. The picture was taken using a drone. The picture is hanging in the Town Council Meeting Room.

FEBRUARY REMINDER

Town Council Regular and Workshop	February 9, 2018
	February 22, 2018
BOA Hearing (Hossick)	February 16, 2018
Town Hall Offices Closed	February 19, 2018

Councilmember Callaway asked the Town Manager if she had received a response from Sharp Energy. The Town Manager stated that she had not heard from Sharp Energy. Councilmember Saxton asked if the Town had gotten an update on Sharp Energy putting a meter on the tanks so they could monitor it from a central location. The Town Manager said no, but she will follow up with Sharp Energy.

- **Treasurer's Report**—Submitted by Councilmember Boteler:

2/7/2018

Town of South Bethany
 Monthly Treasurer's Report - As of Jan 31, 2018
 by Don Boteler, Treasurer



Fiscal 2018 Year-to-Date (5/1/17 – 1/31/18) Revenues and Expenditures

	<u>Adopted Budget</u>	<u>Amended</u>	<u>Total Budget</u>	<u>Actual</u>	<u>%</u>
Total Operating Revenue	\$2,278,867		\$2,278,867	\$2,011,099	88%
Total Operating Expenditures	<u>\$2,278,867</u>		<u>\$2,278,867</u>	<u>\$1,851,126</u>	<u>81%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$163,428	
Revenue from Grants/Donations	\$136,421	\$0	\$136,421	\$145,490	107%
Expenditures from Grants/Donations	<u>\$136,421</u>	<u>\$0</u>	<u>\$136,421</u>	<u>\$83,922</u>	<u>62%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$61,568	
Capital/Reserve Revenue (from Fund Balance)	\$586,102	(\$150,788)	\$435,314	\$285,522	66%
Capital/Reserve Expenditures	<u>\$586,102</u>	<u>(\$150,788)</u>	<u>\$435,314</u>	<u>\$285,522</u>	<u>66%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Total Revenue - All Funds	\$3,001,390	(\$150,788)	\$2,850,602	\$2,442,111	86%
Total Expenditures - All Funds	<u>\$3,001,390</u>	<u>(\$150,788)</u>	<u>\$2,850,602</u>	<u>\$2,220,570</u>	<u>78%</u>
Revenue less Expenditures	\$	\$0	\$0	\$221,541	

Fiscal 2018 (5/1/17 – 1/31/18) Summary of Year-to-Date Departmental Budget to Actual

<u>Revenues:</u>	<u>Budget</u>	<u>Amended</u>	<u>Total Budget</u>	<u>Actual</u>	<u>%</u>
Property Taxes	\$511,206		\$511,206	\$511,849	100%
Realty Transfer Taxes	\$355,000		\$355,000	\$383,042	108%
Gross Rental Taxes	\$540,000		\$540,000	\$552,026	102%
Grants	\$136,421		\$136,421	\$145,490	107%
All other revenue	\$872,661		\$872,661	\$564,182	65%
Appropriated Fund Balance	<u>\$586,102</u>	<u>(\$150,788)</u>	<u>\$435,314</u>	<u>\$285,522</u>	<u>66%</u>
Total Revenue	\$3,001,390	(\$150,788)	\$2,850,602	\$2,442,111	86%
	\$0				
<u>Expenditures:</u>					
General & Administrative Department	\$648,721	\$40,000	\$688,721	\$542,838	79%
Public Works Department	\$260,628		\$260,628	\$168,036	64%
Trash	\$317,865		\$317,865	\$238,374	75%
Public Safety Department	\$704,489	\$17,000	\$721,489	\$564,772	78%
Ambulance	\$74,306		\$74,306	\$59,155	80%
Beach Patrol Department	\$251,422		\$251,422	\$267,607	106%
Town Committee	\$29,495		\$29,495	\$10,343	35%
Grants	\$136,421	-\$25,338	\$111,083	\$83,922	76%
Other (Capital)	<u>\$578,043</u>	<u>-\$182,450</u>	<u>\$395,593</u>	<u>\$285,522</u>	<u>72%</u>
Total All Expenses	\$3,001,390	-\$150,788	\$2,850,602	\$2,220,570	78%

Highlights on Revenue

Revenues are tracking to budget.
 There are 6 properties with delinquent property taxes.

Highlights on Expenditures

Expenditures are tracking to budget.

- **Police Department Report**—Submitted by Chief Troy Crowson:

Winter Storm

The Department assisted residents with numerous complaints of frozen water pipes, stranded motorists, and gas outages and a host of other related complaints during the January winter storm.

Seasonal Officer

The South Bethany Police Department is now accepting applications for a seasonal officer position. The primary duties will include parking enforcement as well as enforcement of local town ordinances. Applicants must be able to work 5 days a week, 40 hours, including weekends. Applicants must be at least 18 years of age and possess a valid driver's license and a high school diploma or equivalent. Applications are being accepted until March 15th. Applications can be downloaded on our website at www.southbethany.org.

Bicycle Safety Checkpoint

The Department has begun planning our annual Bicycle Safety Checkpoint. We have tentatively scheduled an event in July and have submitted an application for the Walmart Community Grant Program in hopes to be able to hold a second event in August.

Grant Updates

- The department successfully passed a SLEAF grant audit.
- We were also approved for approximately \$7,000 in SALLE and EIDE grant funds.
- The Walmart Grant approval is pending for approximately \$2,500.

Narcan Training

South Bethany Officers partnered with Brandywine Counseling & Community Services and received the Delaware Overdose Survival Education (DOSE) training in overdose prevention and rescue. All officers and the Town Manager are now trained in the use of Naloxone, also known as Narcan. With the recent spikes in overdoses in Sussex County it is beneficial to the Town.

CodeRED

The department rolled out its CodeRED notifications on Sunday, February 4. An email news update will be sent out announcing the program. It is also posted on the PD Facebook page. Mayor Voveris suggested including information in a town-wide mailing.

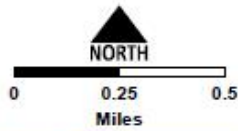
COMMITTEE REPORTS

- **Assawoman Canal Trail** – Submitted by Councilmember Carol Stevenson

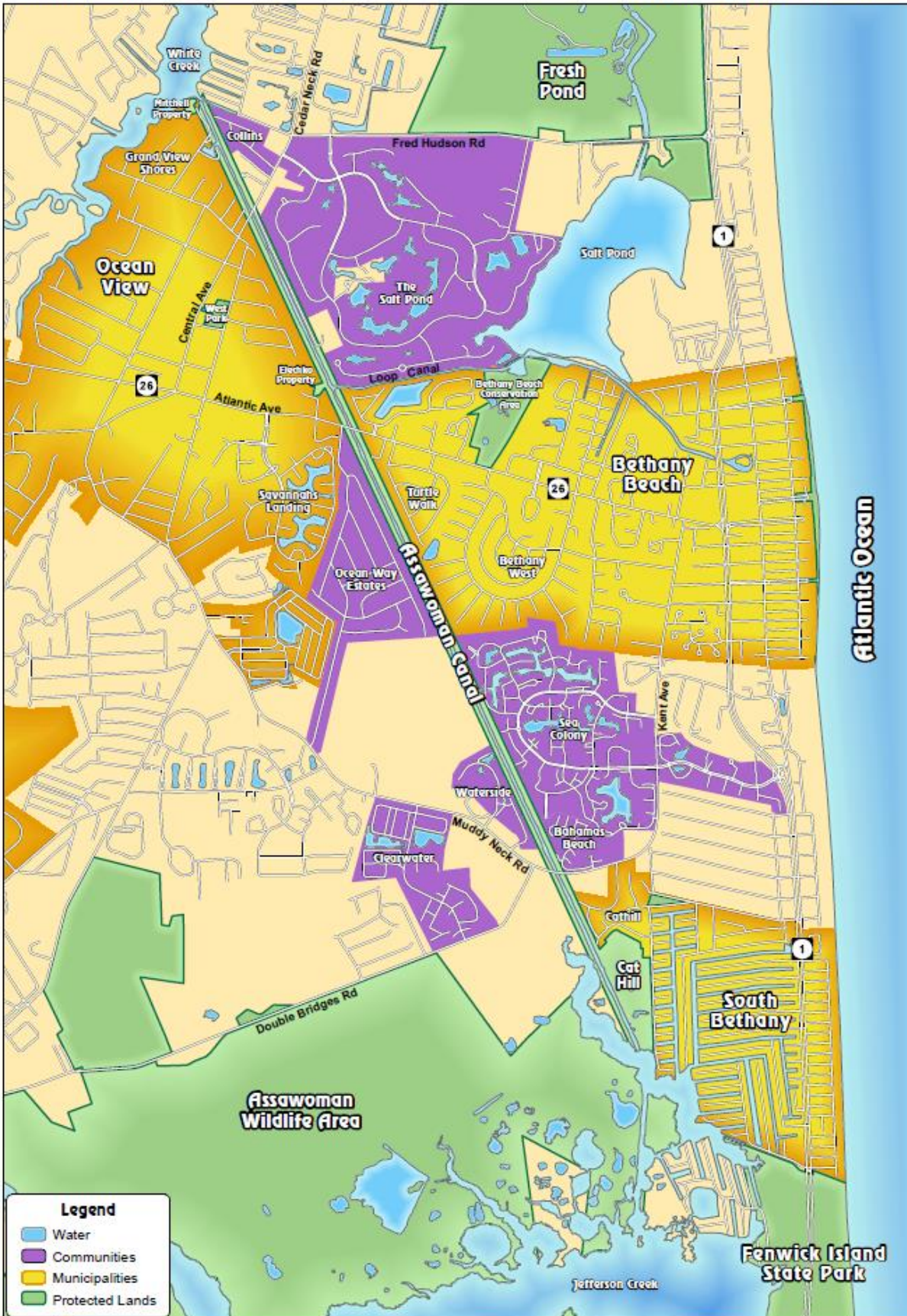
Robert Ehemann Delaware State Park Resource Office Manager reports that the design for the Canal Trail Underpass on Route 26 of the underpass has been awarded. Once the design is complete and DELDOT concurs, permitting and construction will follow. It is expected that this will occur in 2018. Funds from the Trails and Pathways Initiative and FY17 budget will pay for the design and construction. Once this design and construction work is completed and funding is available, the plan is to extend the trail 1.5 miles along the east bank of the canal from Route 26 to Kent Avenue. The last phase is a walkway on the west side of South Bethany out to a Jefferson Creek viewing area. (See Assawoman Canal Map 1: Regional Overview on Page 5)

ASSAWOMAN CANAL

MAP 1: REGIONAL OVERVIEW



Department of Natural Resources
and Environmental Control
Division of Parks and Recreation



- **Budget and Finance Committee** – Submitted by Councilmember Boteler:

The Budget and Finance Committee (“Committee”) met on Thursday, January 25, 2018. Three of the four property owner members of the committee – Chris Keefe, Joe Mormando and Don Boteler - were in attendance along with Town Manager, Maureen Hartman, and Finance Director, Renee McDorman. Steve Farrow had a schedule conflict and was unable to attend.

The Committee began with a review of draft minutes of its December 8, 2017, meeting and unanimously approved the minutes.

The Committee then reviewed December financial reports, noting that property, rental and transfer tax revenues are all at or higher than budgeted amounts. The Committee also noted that legal expenses are \$10,000 over the amended budget amount of \$65,000 and an additional \$22,000 was billed in December for January payment. To help limit the excessive and continuing legal expense, the Committee inquired as to whether the project to update and rewrite the police department’s SOP manual can be conducted in-house by the Town Manager and the Police Chief working together without close coordination with outside legal experts. Town Manager Hartman assured the Committee that she and the Chief are capable of completing the project in-house with the possible need for legal assistance only if and when a specific legal issue or question arises which cannot be resolved without such outside help.

The Committee then welcomed Beach Patrol Captain Ryan Dacey to the meeting. Captain Dacey joined the meeting to be available for potential Committee questions during a discussion led by Town Manager Hartman and Finance Director McDorman about a staff proposal to augment Mr. Dacey’s role with off-season responsibilities to train and assist in, among other things, finance and code enforcement activities. The objective of the proposal is to provide the town with a cross-trained resource for near term back up capabilities and potential longer-term opportunities for the town and Mr. Dacey. Ms. Hartman, Ms. McDorman and Mr. Dacey each took questions from Committee members and provided complete and satisfactory answers. The Committee urged the staff to continue to develop the proposal for inclusion in the town’s G&A budget submission.

Committee member Chris Keefe and Ms. McDorman then briefed the Committee on a proposal to utilize a CD investment program sponsored by Fidelity Investments that allocates clients’ cash reserves to bank CDs. The program provides a professional and affordable money management service, safety of principal, liquidity and competitive returns in a ladder CD structure, and relieves the staff of a labor-intensive process. Following discussion, the Committee expressed its support for the staff to begin utilizing the program.

The Committee then discussed funding options for the police building re-purposing project. The Committee generally agreed that the Panco Donation is an appropriate source to fund the project. The Committee also expressed its desire to learn more about the discrete parts of the project to understand better which parts relate to meeting the objectives of reducing liability and/or increasing safety, which (if any) parts relate to other objectives, and whether there is a prioritization of the project’s parts.

The Committee then conducted a preliminary review of the FY19 budget and reached a tentative consensus on projected amounts for the town’s major revenue streams. As significant parts of the spending side of the budget are still in a very preliminary state and/or are still in the process of being compiled, the Committee deferred further review until the Committee’s next meeting.

The Committee also deferred discussion until its next meeting on agenda items related to reserve accounts and capital budgeting.

The committee agreed to a next meeting date of Tuesday, February 13, 2018, at 3:00 pm in Town Hall.

Canal Water Quality Committee – Submitted by Councilmember Weisgerber:

The Canal Water Quality Committee has not met since the last Council meeting.

The CWQC has identified nitrogen and phosphorous issues in the SB canals. After working with the numerous SMEs in this field the next step is to do an analysis (Phase 1) which will provide SB with the data requirements to determine the best remediation and to apply for permits. Woods Hole Group has agreed to partner with CWQC to accomplish these requirements, the costs \$44,815. George Junkin has pursued grants to help offset these costs but DNREC has informed us that presently the funds/grants monies have 'dried up' and no window of replenishment known.

CWQC will continue to pursue grants but if none surface this effort still needs to be done. A funding possibility would be to utilize the ARM identified for Canal dredging. The Budget and Finance committee though might identify other avenues appropriate for the funds if the council supports this effort.

I would like to move this project effort forward for council discussion/review and request a vote for funds so CWQC can engage Woods Hole Group to schedule the work ASAP.

- **Charter and Code Committee** – Submitted by John Fields, Chair:

The Charter and Code Committee has not held a meeting since the last Council meeting in December, 2017, therefore the Committee has nothing to report at this time.

- **Communications and Public Relations Committee** – Submitted by Councilmember Stevenson:

The Committee is working on several projects to complete the fiscal year ending in April 2018. A Valentine Themed Pot Luck will be held at the Town Hall on Saturday, February 10 at 6 pm. Please contact Lisa Saxton at saxtonln@yahoo.com for reservations. This will be the last event until spring. It is a great way to get acquainted with your neighbors during the quiet time in South Bethany. All residents and their guests are welcome.

The annual outreach to our local Realtors will be held on March 22 and will be a meet and greet breakfast for realtors. They will have the opportunity to talk with our Town Staff, Police, and the Public Relations Committee. They will receive gift bags with informational materials about our town, some small giveaways and a gift card for lunch at McCabe's in South Bethany. The Realtors always welcome receiving our South Bethany Flash Drives, loaded with information about the town such as Beach Rules, Trash Pick-up Schedules, Important Phone Numbers and the like. This is an opportunity to ask Realtors pertinent questions about our Town and the Rental Market.

Future activities planned include the annual Band Concert at Town Hall. This year we hope to engage some local vendors for snacks and drinks at the event. Two movies are planned, one on July 11 and the last one on Saturday, August 11. The Saturday showing is in response to property owners who felt they were excluded from seeing movies when they are only in town on weekends. This event may feature a hot dog picnic prior to the movie. The theme of the Bethany Beach Independence Day Parade will be Happy Birthday America. Our plan is another first-place win in the parade. All volunteers and creative planners are welcome to join our team starting in May to build the float!

Speaking of planning, we welcome ideas for social events to bring the community together; for South Bethany Residents to meet each other. Ideas for the future include a Square Dance or Line Dance in September at Hall. Please contact Carol Stevenson at carol.stevenson54@gmail.com with your ideas and thoughts. As of today, we will continue

our very popular summer exercise and boot camp program and yoga offerings on the beach. Both volunteers who teach these classes are South Bethany Residents!

We continue to research an upgrade of the Web Site and are working with the Town Manager to explore the best option for our town.

The Annual South Bethany Boat Parade will now be organized by the SBPOA with Joe Conway as Chairman. The town, police, and local coast guard auxiliary will support this effort as we have in prior years and look forward to another exciting and fun event!

On January 30, I attended the Sussex Post Luncheon unveiling of the Sussex 2018 Profile Magazine, published in partnership with the Sussex County Economic Development Office. Todd Lawson, Sussex County Administrator, welcomed the attendees and spoke about the good things that are happening in our county. A copy has been placed in mailboxes of all council and town staff. This profile has some very interesting information about the county as well as pertinent phone numbers, data, with pictures and profiles of county officials.

- **Community Enhancement Committee** – Submitted by Councilmember Callaway:

CEC Meeting was held on Thursday, December 7, 2017

The CEC met on December 7, 2017. The following items were discussed at the meeting and a DRAFT Meeting summary is posted on the CEC website: Update from Public Works; Review of 2018 Photography Exhibit Tasks and Timeline; Review of CEC Mission Statement; the proposed new initiative; and Development of DRAFT FY19 Budget. Councilmember Callaway added that the committee talked about the recognition that off-season rentals seem to be increasing. The committee talked somewhat about marketing off-season rentals in South Bethany.

CEC DRAFT FY19 Budget

After discussion at the December 7th CEC meeting, the CEC Draft FY19 Budget was submitted to the South Bethany Financial Administrator on January 18, 2018.

2018 Photography Exhibit

CEC members reviewed draft flyers announcing the 2018 Photography Exhibit. The final version was prepared the week of February 5 and sent to South Bethany property owners via an Email News Update that same week.

CEC Community Education Flyer

As decided at the October 2017 CEC meeting, CEC members reviewed a draft flyer on the topic of Power Washing Houses focused on the topic of removing mildew and mold from home exteriors. The draft was forwarded to the Town Manager and Code Inspector on February 2 for final review. The flyer will be distributed in late February and March to encourage spring cleaning.

CEC Proposed New Initiative

In January during final preparation of the CEC FY 19 Draft Budget, Sue Callaway confirmed fitness equipment and sign costs with Liberty Parks and grant opportunities, timelines and requirements with Bob Ehemann of DE State Parks regarding the development of the proposed South Bethany Fitness Area.

Next Meeting Date

The CEC will meet in March, but has continued to work on existing projects prior to the meeting.

- **Planning Commission** – Submitted by Councilmember Tim Shaw:

The Planning Commission met on January 19, 2018, as scheduled at 10:00 a.m. to noon. The meeting was called to order by Dick Oliver, there were a couple of absences and Joe Conway participated by phone.

The main activity was to review a draft initial outline of the Street Lighting Master Plan being developed by the Commission. Scott Fischer has attempted to capture the discussions, agreement points and issues in a draft document which was reviewed and commented upon by the commission members. The changes discussed and proposed in the meeting will be integrated and Scott will issue a version 2.0 draft. One of the main points of discussion was the need to/desire to include the two state roads (Route 1 and Kent Ave.) in the plan. It was decided that the plan would allow for commission recommendations, if any, for the lighting on those two roads, even if just to suggest issues the town may want to bring forward to DeIDOT. (One example was the lack of lighting at the one bus stop on Route 1 within the town limits.) The Commission's goal is still to have a proposal to bring to the Town Council in time for the 2019 budgeting cycle.

The next order of business was the discussion of the proposed 'striping' of the Cat Hill area roads to provide lanes for biking and pedestrians and a central road area for vehicular traffic. John Janowski had been in communication with DeIDOT seeking their participation and possible funding. The project appears to require minimal funding but there is no interest on the part of DeIDOT to provide any form of grant. In fact it was unclear if DeIDOT fully agreed with the proposed striping as this would be the first effort to take this approach in the state, if not in the country. The Commission agreed that it was important to get DeIDOT to clarify the acceptability of this project and that making the suggested changes would not conflict with any regulations or safety requirements so as not to create a potential risk to the town.

There were no members of the public in attendance and thus no public comments.

The meeting was called to a close at 11:58am.

The next Planning Commission meeting is planned for March 23rd at the normal 10:00 a.m. time.

ADOPTION OF MINUTES

- **Town Council Meeting Minutes, December 15, 2017** – A motion was made by Councilmember Boteler, seconded by Councilmember Saxton, to accept the December 15, 2017, Town Council Meeting Minutes. The motion was unanimously carried.
- **Town Council Executive Session Minutes, December 15, 2017** – A motion was made by Councilmember Shaw, seconded by Councilmember Saxton, to accept the December 15, 2017, Town Council Executive Session Minutes. The motion was unanimously carried.

ADMINISTRATIVE MATTERS

- **Discussion and Possible Vote on the Approval of the 2018 Board of Election – Reappointment of Carolyn Marcello, Bonnie Rae, and Sally Baker**

A motion was made by Councilmember Callaway, seconded by Councilmember Stevenson, that Council approve the reappointment of Carolyn Marcello, Bonnie Rae, and Sally Baker to the 2018 Board of Election. The motion was unanimously carried.

- **Discussion and Possible Vote on the Approval of the 2018 Election Workers**

A motion was made by Councilmember Saxton, seconded by Councilmember Shaw, that Council approve the reappointment of Margaret Oliver and Pat Spangler and the appointment of Donna Farrow as the 2018 Election Workers and approve the appointment of Dave Wilson as an alternate. The motion was unanimously carried.

**PRESENTATION ON THE REPURPOSING OF THE POLICE DEPARTMENT BUILDING
(CHIEF CROWSON)**

Chief Crowson gave a PowerPoint Presentation titled Proposed Building Renovation South Bethany Police (attached).

Chief Crowson stated that he is looking for an investment from the Town of 10 to 15 thousand dollars. Chief Crowson believes he can come up with another \$10,000, but he is reluctant to commit because he already dedicated two years of Sussex County funds towards renovations and additions. Chief Crowson stated that he will come into \$25,000 of new grant funding in July, but there is equipment that the department needs to buy.

Councilmember Shaw asked about a bid package. Chief Crowson said he has the bid package and it is ready to go out.

Councilmember Saxton said he cannot vote to move forward unless there is a commitment from Council to only use grant funds. Councilmember Saxton believes the Town should not be touching reserves or operational funds for this project. Mayor Voveris asked how has the philosophy changed where Council was willing to use reserves to where you are looking to Council to say we won't use reserves at all. Councilmember Saxton stated that he was not on Council at the time Council was willing to use reserves. Mayor Voveris said Council has had the mindset where we were going to be contributing reserves – it was not always just grant money. Later in the discussion Councilmember Callaway said she thinks the thing that has changed since Council had the initial discussion about the renovation is the Town's huge legal fees. She believes that has tainted a lot of decisions.

Chief Crowson stated that if grant funds are available the department will apply for them. Chief Crowson stated that the department has used nothing but grant money for the work that has been done thus far.

Councilmember Shaw stated that if the Town does not go out for bids then the Town is making a guess on whether the department does or does not have enough money for the project. Councilmember Shaw stated that Council is committing to soliciting bids, not committing to spend money at this time. Councilmember Saxton said he does not object to that, but when bids come back he expects it all to be covered by grant money. Councilmember Shaw said once Council knows what the cost is going to be then Council can have an informed discussion about the funding.

**DISCUSSION AND POSSIBLE VOTE ON MOVING FORWARD WITH THE REPURPOSING OF
THE POLICE DEPARTMENT BUILDING**

A motion was made by Councilmember Shaw, seconded by Councilmember Boteler, to go out and solicit bids for the repurposing of the Police Department building. The motion was unanimously carried.

**DISCUSSION AND POSSIBLE VOTE ON CHANGES TO PARKING PERMIT PROCEDURES,
FEES, AND PERMITTED AREAS (TIM SAXTON)**

Councilmember Saxton thanked the Town Manager and the Finance Director for working with him on ideas around how to improve the Town's efficiency regarding parking permits.

Councilmember Saxton gave a PowerPoint Presentation titled Proposal for Changes to Parking Permits Town of South Bethany (attached).

Regarding requiring a parking permit on the west side of Route 1, Councilmember Stevenson asked if there is data showing that it is a problem. Councilmember Stevenson stated that she

does not see it on her street. Councilmember Saxton stated that he believes the south side of town will get parking at its normal places and he believes it is encroaching on the north side of town and will get worse over time. Councilmember Saxton said he is not trying to solve a problem of today, he is trying to solve a problem of tomorrow. He also believes required permit parking on the west side will help generate some funding to cover the cost of the Kiosk. Councilmember Shaw asked Chief Crowson if this posed any kind of an issue with the officers' availability and adding to their work load. Chief Crowson stated that this past summer he had his seasonal parking enforcement officer give him daily logs as to which cars were parked on the top of the streets perpendicular to Route 1 on the west side. Chief Crowson said it seemed like a minimal problem, but potentially it could grow over time. Chief Crowson stated that it would not add any additional burden because the seasonal parking officer does go down each street to patrol parking in front of driveways or parking against the flow of traffic.

Mayor Voveris expressed concerns about the number of signs that would need to be posted.

Councilmember Callaway inquired if guests of property owners on the west side would have to have parking permits to park on the street in front of the property owners' houses. The answer was yes. A property owner said that is what the east side has done forever. Councilmember Callaway said she thinks the east side has its own unique characteristics because of the beach, and the parking restrictions there are for the beach and the recreation. Councilmember Callaway thinks the Town is trying to fix a problem that does not exist. Councilmember Saxton said he thinks it is a minimal problem and he thinks it is going to get worse. Councilmember Weisgerber said the Town may only be seeing the tip of the iceberg with all of the developments that are coming to the area. Councilmember Shaw said parking is a valuable asset and giving it away is silly.

It was noted that the Kiosk would only be for daily parking permits this year. The Kiosk would not be available for property owner transferable and non-transferable passes. The goal is to eventually sell property owner parking permits via the Kiosk. Currently the software needed to control the sale of property owner parking permits is not available. The Kiosk would need to be able to differentiate between a property owner and a guest.

Councilmember Callaway asked how many daily passes the Town sells a season. The Finance Director said about 100 to 150.

Councilmember Saxton said reviewed the following:

Projected Expense

- **Cost of Kiosk:**
 - Year 1 -\$7,895 – Includes Kiosk/software and training
 - Year 2 -\$45.00 per month
- **Cost of Seasonal Admin Asst - \$4,737 (FY 18 actual cost)**
 - Year 1 – -\$4,737
 - Year 2 - -\$4,737
- **Overall Cost of Change**
 - Year 1 – -\$ 3,158
 - Year 2 - + \$4,962

Mayor Voveris asked Chief Crowson if the Police Department's seasonal administrative assistant only does parking permits. Chief Crowson said the seasonal administrative assistant does a lot more than sell parking permits and he guesses that will be a discussion for later in the FY19 budget process.

Councilmember Shaw asked when a decision on this needs to be made. The Finance Director said she has an order for the parking permits on hold and it takes three to four weeks to get the parking permits. She stated that if Council wants the Kiosk in place for this season she needs to know now.

Councilmember Callaway expressed concerns about the cost of a Kiosk that will only be used for about 100 to 150 daily parking permit passes a season. She also is concerned that with the purchase of the Kiosk the Town is encouraging daily passes. She stated that she loves the Kiosk idea if it is for property owner parking permits too, but she believes it is an expensive proposition if only used for daily parking permits. Regarding the elimination of the Police Department seasonal administrative assistant offsetting the cost of the Kiosk in part, Councilmember Callaway does not believe that is a good argument if the Town doesn't know if that position is going to be eliminated.

Councilmember Shaw stated that he does not think it is a huge financial burden to the Town to agree to a Kiosk for the daily parking as a starting point. He believes in successive years with the combination of the savings on the part-time seasonal employee selling the permits and expanding the required parking permit area on the west side it will eventually turn out to be profitable. He added that in the event there is a small loss the first year the convenience to renters and visitors to be able to go up to that Kiosk without standing in line has some value to the Town.

Councilmember Callaway asked what it would cost to upgrade the Kiosk to service property owner parking permits as well as daily parking permits. After discussion Councilmember Saxton said he does not believe getting the Kiosk to where property owners can buy their transferable and non-transferable parking permits is year two. He stated that it is a ways out. The Town Manager and Finance Director agreed.

Councilmember Saxton said he is not worried about the Kiosk for property owner parking permits if property owners have the option to purchase their parking permits online. Councilmember Saxton believes the value of the Kiosk is on the daily parking permit side of making money and revenues.

The Finance Director stated that the Police Department's seasonal part-time administrative assistant is not going to sell parking permits because the Town's audit report stated that all money transactions needed to be pulled over to Town Hall. It was noted that if the Town does not purchase the Kiosk for daily passes the Town would have to add a temporary employee in Town Hall to sell daily parking permits on the weekends. Chief Crowson said there was time when the Town Hall employees adjusted their work hours to work on weekends so that they could sell the parking permits. Chief Crowson stated that the Police Department had a seasonal part-time administrative position in place and that position took over selling parking permits on weekends to alleviate Town Hall employees having to be there on the weekends. Councilmember Saxton said we are trying to fix it so that all money transactions go through Town Hall. Councilmember Saxton thinks it is time to move forward with it and not worry about whether property owners can buy their parking permits out of the Kiosk or not – property owners have the online option.

Mayor Voveris said if the Kiosk machine is long term, look at it as more of a service that will require less staff time.

Property owner and Budget and Finance Committee member Joe Mormando asked if this was a FY18 expense or a FY19 expense. Councilmember Saxton and the Finance Director said it is a budget item for FY18 because it needs to be installed for the upcoming parking season.

Councilmember Callaway suggested raising the daily pass to an amount higher than \$20.

Mayor Voveris stated that she thinks putting the Kiosk in place for daily parking permits should go hand in hand with some extension of having to buy daily parking permits on the west side because then you will sell more daily passes. She suggested taking baby steps and extending 200 or so feet of parking on the west side. She added that if the Town sees the parking is pushing back on the west side then next year Council can increase the required parking permit area. Councilmember Saxton said that is a reasonable compromise. Councilmember Shaw said the main issue is getting signs in place for the season. Mayor Voveris said that can happen.

A motion was made by Councilmember Saxton, seconded by Councilmember Shaw, to implement the option to purchase property owner parking permits online, purchase a kiosk, require permit parking on the entire east side of Route 1 and first 250 feet of each Town street perpendicular to Route 1 on the west side, and raise parking permit costs per Option 1 to:

Transferable and non-transferable (2 each permitted)	\$20.00 each (Maximum of four and includes personal vehicles, mopeds, and motorcycles)
Daily	\$20.00 each
Replacement	\$50.00 each (whether lost, stolen, or destroyed)

The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilmembers Shaw, Boteler, Saxton, and Weisgerber

AGAINST THE MOTION: Councilmembers Callaway and Stevenson

The motion carried with a 5-2 vote.

SCHEDULE OF FEES - DISCUSSION AND POSSIBLE VOTE TO ADOPT RESOLUTION 1-18, A RESOLUTION TO REVISE SOUTH BETHANY'S SCHEDULE OF FEES TO INCLUDE: A CHANGE FOR PARKING PERMITS, A REDUCTION OF THE CREDIT CARD PROCESSING FEE, A \$100 FEE FOR DEMOLITION, A \$100 FEE FOR ROAD CUTS, AND A \$100 FEE FOR GAS CONNECTIONS (DON BOTELER)

A motion was made by Councilmember Boteler, seconded by Councilmember Saxton, to adopt Resolution 1-18, a resolution to revise South Bethany Schedule of Fees as follows:

Add "Demolition" to Item 8 under Building Permits
 Add "HVAC replacement and grading" to Item 9 under Building Permits
 Add Item 20, \$100.00, Gas Connection under Building Permits
 Add Item 21, \$100.00, Road Cut under Building Permits
 Increase the following parking permit fees to \$20.00 each: Property Owner (2 transferable/2 permanent) and One-Day (non-residents)
 Increase the parking permits Replacements fee to \$50.00
 Eliminate the 3% Credit Card Handling Fee

The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE ON PHASE 2 OF THE MICROSURFACING PROJECT (MAUREEN HARTMAN)

The Town Manager reviewed the following points from her memo to Town Council:
 The 2017 project cost was \$262,342.
 Per Kercher Engineering, the Town should plan for the same amount to complete Phase 2.
 The Town currently has \$79,000 in the budget under the MSA funds.

Councilmember Shaw expressed his concerns regarding the quality of the work done in 2017.

A motion was made by Councilmember Shaw, seconded by Councilmember Boteler, not to pursue Phase 2 this year. The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE ON CORRECTIONS TO THE PERSONNEL POLICY MANUAL AND EMPLOYEE HANDBOOK (MAUREEN HARTMAN)

Page/Section	Subsection	Revision
Preface	2 nd Section	Remove the strike through that wasn't removed previously
5, 2.2 Pay Plan	1	Change Friday to Thursday (two areas)
	2	Change Friday to Sunday and Thursday to Saturday
17, 3.1 Benefits Table		Remove entire page - Everything on this page is in the manual
18, 3.2 Blood Bank		Remove entire page
19, 3.3 Pension Plan	A, 2 nd para	First sentence – add the word “Uniformed” before the word employee
21, 3.4 Dental Ins	C	Remove Town Manager and replace with Administrative Assistant
27, 3.10 W/C	All	This should be replaced with policy provided by PMA for DFIT
32, 4.3 General Employee Work Practices	A, Policy	Changes in red
36, 4.5 Hours of Work	A.a – A.b	Remove highlighted sections
	2.a	Replace Saturday with Friday
38, 4.6 Motor Vehicle	A, 1 st para	Remove last sentence in paragraph. This policy is no longer followed
42, 4.8 Outside Employment	A	Add last sentence

A motion was made by Councilmember Shaw, seconded by Councilmember Saxton, to eliminate Section 3.5, Educational Assistance, and make all the other changes set forward by the Town Manager (see table above). The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE ON A PROPERTY OWNER'S REQUEST TO USE THE COUNCIL MEETING ROOM ON MAY 3, 2018, FOR THE NATIONAL DAY OF PRAYER (PAT VOVERIS)

A motion was made by Councilmember Callaway, seconded by Councilmember Shaw, to approve a property owner's request to use the Council meeting room on May 3, 2018, for the National Day of Prayer. The motion was unanimously carried.

PROPERTY OWNER'S PARTICIPATION

Pat Weisgerber (148 Anchorage Dr.) – Spoke in support of a shower in the Police Department building, but suggested adding a toilet as well.

MOTION TO GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING A PERSONNEL MATTER IN WHICH THE NAMES, COMPETENCIES, AND ABILITIES OF INDIVIDUAL EMPLOYEES WILL BE DISCUSSED. 29 DEL. C. SEC. 10004(B)(9)

A motion was made by Councilmember Saxton, seconded by Councilmember Weisgerber, to go into executive session for the purpose of discussing a personnel matter in which the names, competencies, and abilities of individual employees will be discussed. 29 Del. C. Sec. 10004(b)(9). The motion was unanimously carried.

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING A PERSONNEL MATTER IN WHICH THE NAMES, COMPETENCY, AND ABILITIES OF INDIVIDUAL EMPLOYEES WILL BE DISCUSSED. 29 DEL. C. SEC. 10004(B)(9)

Council went into Executive Session at 5:10 p.m. for the purpose of discussing a personnel matter in which the names, competencies, and abilities of individual employees will be discussed. 29 Del. C. Sec. 10004(b)(9).

MOTION TO RECONVENE THE TOWN COUNCIL REGULAR MEETING

At 7:10 p.m. a motion was made by Councilmember Saxton, seconded by Councilmember Shaw, to reconvene the Town Council Regular Meeting. The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE ON MATTER DISCUSSED IN EXECUTIVE SESSION INVOLVING A PERSONNEL MATTER IN WHICH THE NAMES, COMPETENCY, AND ABILITIES OF INDIVIDUAL EMPLOYEES WERE DISCUSSED

A motion was made by Councilmember Saxton, seconded by Councilmember Weisgerber, to move forward with items discussed in Executive Session. The motion was unanimously carried.

ADJOURNMENT

A motion was made by Councilmember Shaw, seconded by Councilmember Boteler, to adjourn the February 9, 2018, Town Council Regular Meeting at 7:13 p.m. The motion was unanimously carried.

phs:2018 02 9 Regular Meeting Minutes Approved 2 22 18

Attachments: PowerPoint Presentation titled Proposed Building Renovation South Bethany Police
PowerPoint Presentation titled Proposal for Changes to Parking Permits Town of South Bethany