

**TOWN OF SOUTH BETHANY  
LEADERSHIP AND COMMITTEE REPORTS  
FOR FEBRUARY 9, 2018, TOWN COUNCIL REGULAR MEETING**

**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 Councilman Shaw and I plan to attend 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 Petheron; 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.

#### **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

- **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](http://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.

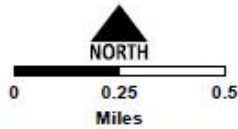
### **COMMITTEE REPORTS**

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

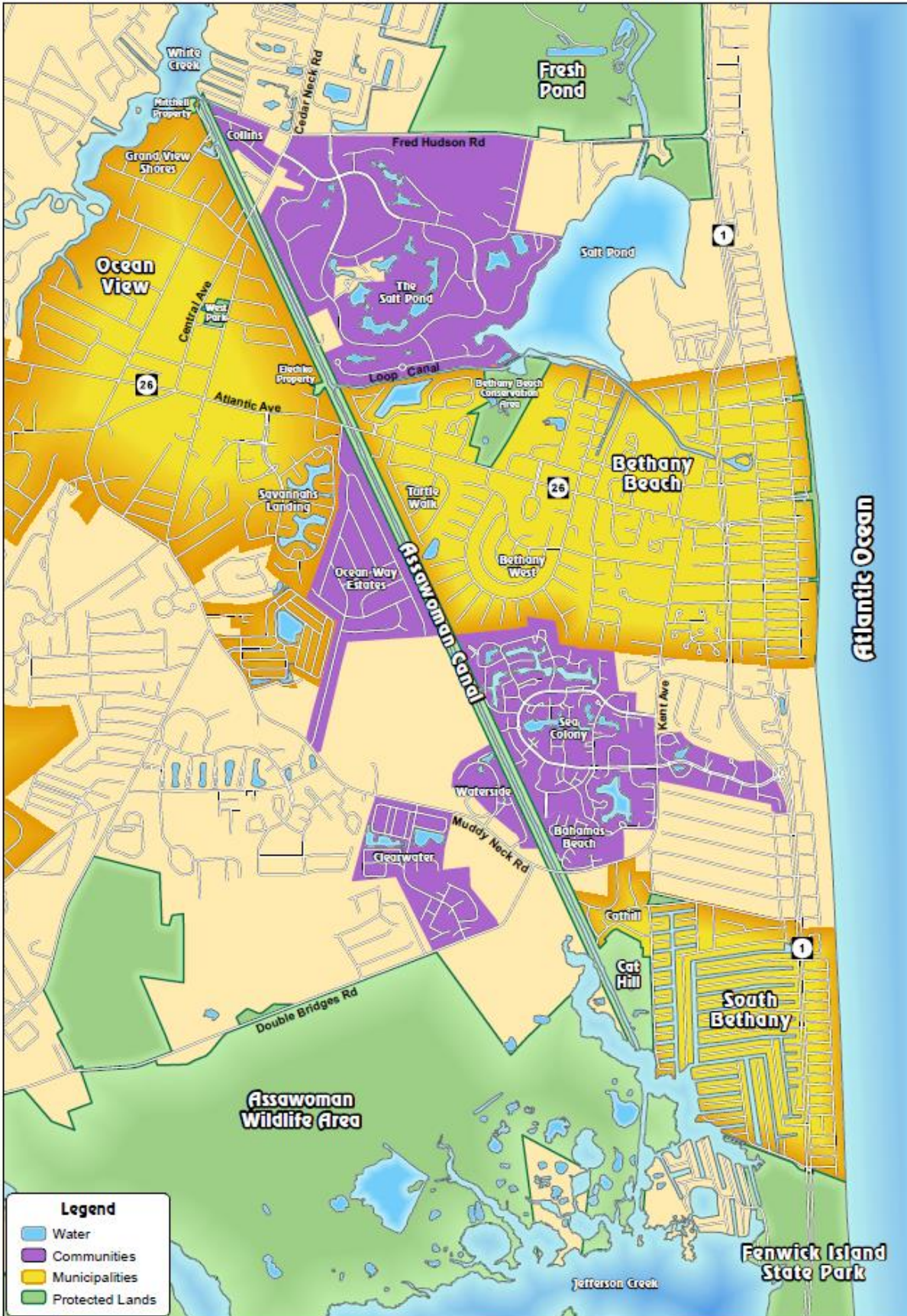
Robert Ehemann Delaware State Park Resource Office Manager reports that the design for the Canal Trail Underpass on Route 26 of the underpass has been awarded. Once the design is complete and DELDOT concurs, permitting and construction will follow. It is expected that this will occur in 2018. Funds from 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. There is nothing to report at this time.

- **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](mailto: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](mailto: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.

**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.