

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

LEADERSHIP REPORTS

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

Since my last report I joined local Mayors in pursuing continued efforts for A.C.T. (Association of Coastal Towns) and have attached draft minutes of our most recent meeting for review.

Beach replenishment is now slated to occur in mid-June. Our recent News Update detailed the particulars of the activity.

I have been in discussion with architect Pat Ryan for preparation of the bid package for Chief Crowson's proposed re-purposing of the PD building that he detailed on our Town website on February 20.

We have 2 employees to acknowledge this month. Chief Troy Crowson celebrated 30 years of service on March 8 and Finance Director Renee McDorman celebrated 15 years of service on March 5. The Council and I thank them for their diligence and dedication to our Town.

Thank you.

- **Town Manager's Report**—Submitted by Maureen Hartman:
 - Conducted the beach vendor bid opening on February 5.
 - Participated in Narcan training with the SBPD and obtained certification to administer it for Town Hall.
 - Assisted Councilwoman Callaway with developing a new flyer for the Art in the Hall event.
 - Attended the Budget & Finance Committee meeting on February 13 and have been assisting Renee with the preparation of the budget.
 - Attended Hossick BOA hearing on February 16.
 - Met with Town Solicitor to discuss documents for police department renovation and beach vendor bids.
 - Met with Millville manager Debbie Botchie on February 20.
 - Participated in an additional Budget & Finance Committee meeting on February 21.
 - Participated in a DNREC/ACOE meeting in Lewes with Councilman Shaw regarding the beach replenishment for Bethany, South Bethany, and Fenwick Island.
 - Met with a Sandpiper resident regarding regrading the dunes and replacement of beach walkway.
 - The Chief and I have been trying to meet at least once a day or as schedules permit, to discuss Town business.

MARCH REMINDER

Town Council Regular
Town Council Budget Workshop

March 9, 2018
March 22, 2018

Town Hall Offices Closed

March 30, 2018

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

3/6/2018

Town of South Bethany
Monthly Treasurer's Report - As of Feb 28, 2018
 by Don Boteler, Treasurer



Fiscal 2018 Year-to-Date (5/1/17 – 2/28/18) 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 | \$2,074,587 | 91% |
| Total Operating Expenditures | <u>\$2,278,867</u> | | <u>\$2,278,867</u> | <u>\$1,971,829</u> | <u>87%</u> |
| Revenue less Expenditures | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$106,213</u> | |
| Revenue from Grants/Donations | \$136,421 | \$0 | \$136,421 | \$145,491 | 107% |
| Expenditures from Grants/Donations | <u>\$136,421</u> | <u>\$0</u> | <u>\$136,421</u> | <u>\$85,020</u> | <u>62%</u> |
| Revenue less Expenditures | \$0 | \$0 | \$0 | \$60,471 | |
| 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 | \$2,505,600 | 88% |
| Total Expenditures - All Funds | <u>\$3,001,390</u> | <u>(\$150,788)</u> | <u>\$2,850,602</u> | <u>\$2,342,371</u> | <u>82%</u> |
| Revenue less Expenditures | \$ - | \$0 | \$0 | \$163,229 | |

Fiscal 2018 (5/1/17 – 2/28/18) Summary of Year-to-Date Departmental Budget to Actual

| | <u>Budget</u> | <u>Amended</u> | <u>Total Budget</u> | <u>Actual</u> | <u>%</u> |
|-------------------------------------|------------------|--------------------|---------------------|------------------|------------|
| <u>Revenues:</u> | | | | | |
| Property Taxes | \$511,206 | | \$511,206 | \$512,413 | 100% |
| Realty Transfer Taxes | \$355,000 | | \$355,000 | \$397,067 | 112% |
| Gross Rental Taxes | \$540,000 | | \$540,000 | \$554,509 | 103% |
| Grants | \$136,421 | | \$136,421 | \$145,491 | 107% |
| All other revenue | \$872,661 | | \$872,661 | \$610,597 | 70% |
| 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 | \$2,505,600 | 88% |
| | \$0 | | | | |
| <u>Expenditures:</u> | | | | | |
| General & Administrative Department | \$648,721 | \$40,000 | \$688,721 | \$579,099 | 84% |
| Public Works Department | \$260,628 | | \$260,628 | \$178,981 | 69% |
| Trash | \$317,865 | | \$317,865 | \$264,890 | 83% |
| Public Safety Department | \$704,489 | \$17,000 | \$721,489 | \$611,753 | 85% |
| 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 | \$85,020 | 77% |
| 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 | \$2,342,371 | 82% |

Highlights on Revenue

Revenues are tracking to budget.
 There are 5 properties with delinquent property taxes.

Highlights on Expenditures

Expenditures are tracking to budget.

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

OHS Winter Speed/Seatbelt Enforcement

With the help of the Office of Highway Safety, the South Bethany Police Department participated in the “Winter Speed and Occupant Protection Enforcement Mobilization” from January 23rd through February 26th. The 2018 performance target regarding occupant protection is to decrease calendar year unrestrained crashes so that the unrestrained passenger vehicle occupant fatalities has a five year average of 28. It’s also to increase the five year seat belt use rate from 90% to 91%. The 2018 performance target regarding speed management is to reduce the five year base year average of 40 speed related fatalities to a five year average of 37.

5k Run to the Plunge

On Feb 4rd, 2018 Cpl. Burton attended the 5K Run to the Plunge, in Rehoboth to assist with traffic control. The 5K Run to the Plunge is a 5K run and walk that benefits the Special Olympics Delaware and is held in conjunction with the Lewes Polar Bear Plunge Weekend Festival.

Phoenix Awards

Officers Cpl. Burton and Cpl. Wiley are being awarded the Phoenix Award for their life saving actions during a motor vehicle accident with a cardiac arrest on August 7th, 2017 in Sea Colony West. The Phoenix Awards Ceremony will be held at Laurel Fire Department on March 10th, 2018 at 5:30 pm.

Administrative Assistant

The South Bethany Police Department’s Administrative Assistant, Dee Jensen has accepted a position with the Delaware Department of Justice and will be leaving our department after 3 years of service. Her last day will be Thursday, March 1st. We wish her well on her new journey and she will be missed.

The Administrative Assistant position will be open to applicants until March 15th, 2018. Applications can be found on our website at www.southbethany.org on the employment page.

February 20, 2018

Hello to all,

I would like to provide an update regarding the building project that was started nearly three years ago and detail our current standing and accomplished progression in addressing safety and building efficiency.

1. Originally when the building addition was approved by Town Council we had \$125,000 of funds committed from the Town along with a combined \$100,000 of donated funds from the Police Department. Further discussion occurred when the bid cost of the addition exceeded what Council originally approved as a reasonable contribution (\$125,000) towards the project and Council decided not to move forward with the addition and instead investigate avenues for re-purposing the building.
2. Efforts were then made to address the monetary concern with a focus to correcting the 5 major areas of risk as identified by Dr. Warren, an expert who was contracted to evaluate police facility renovations and expansion. The five areas of risk are as follows:
 1. Chain of custody
 2. Personnel and civilian safety
 3. The right to privacy
 4. Prisoner escape risks
 5. Weapons safety.

3. To date we have completed Phase One of the plan with the separation of the evidence room and processing room, which were previously together in a multi-purpose room. This required new security protocols that included adding electronic card readers, repositioning security cameras, upgrading an exhaust fan and obtaining evidence lockers / detention bench. The improvements made with separating and eliminating this multi-purpose room during the first phase addressed all of the identified areas of risk for the evidence room /processing room and improved officer/civilian safety along with limiting liability in this area. Changes made were done utilizing approximately \$20,000 of grant funds.
4. For the next phase of the project I consulted a contractor specializing in renovations in regard to separation of the current multi-purpose room that contains the kitchen, armory and locker room. Phase Two of building renovation is to address areas of risks identified, reduce liability and improve efficiency for this multipurpose room.
5. Phase Two will include the separation of kitchen, armory and locker room. This phase will address identified area of risk #5, weapon safety by improving and relocating the armory by placing it in a more secure (alarmed) dedicated area. This also removes/reduces liability concerns of ammunition and chemicals being stored in a kitchen area, creating potential health hazards for its employees which addresses #2 of risks defined in personnel and civilian safety. Dispatcher relocation will address risk #3, the right to privacy. The current dispatcher area allows visitors a view of squad bay which means reporting persons, witnesses, victims and defendants can potentially be seen and violate their right to privacy. The kitchen will be moved from the locker room to address further health concerns (people changing where food is present) and right to privacy pertaining to locker room. The locker room with removal of armory will be able to be equipped and improved upon with addition of a shower which is commonplace for every Police Department in our area. The shower also addresses personnel safety for officers exposed to blood and other bodily fluids as well as decontaminating from exposure to OC (pepper) spray or any other chemical that could have an adverse effect on an employee's health.
6. The consulted contractor projected costs for Phase Two to be in the range of \$60,000 to \$80,000 and the project will be put out to bid by Town Hall to obtain a more accurate projected cost by other qualified contractors. The Police Department has \$50,000 in donated funds to apply towards Phase Two and will be seeking more grant funding to supplement the cost of this phase as well. To date the only funds applied to the Police Department addition and now re-purposing project have been strictly grant funds (approximately \$45,000) and it is my intent to continue this practice covering as much as possible utilizing grant funding.
7. Phase Three will be totally grant funded upon the completion of Phase Two and will include ballistic paneling and glass at dispatcher/ reception area to address identified risk of personnel safety.

Upon assuming my promotion to Chief I was assigned a list of goals and objectives by Council and the first among them was to "objectively assess our Police Department's operation, resources, equipment and personnel". The Police building is a big part of Town operations and resources and I began to consult experts regarding its functionality. I researched what would make it more effective and efficient regardless of personnel size and what liability concerns did our current set up indicate.

The first consultant involved in the project was Dr. Warren, a recognized expert in Police Facility Renovations and Expansion as well as risk management and liability. The building and its operations were assessed by Dr. Warren and the areas of risks were identified for all aspects of the current building.

Cpl. Kelly Burns of the Capital Police Department (Delaware) who was at the time in charge of assessing Police Departments to conform to Delaware Police Accreditation Commission (DPAC) standards assessed our building and the current set up failed by standards applied.

Addition design was drafted with the assistance of Dr. Warren and taking into account Cpl. Burns study to address the liability concerns and deficiencies of our current operation. Plans were designed for the addition through architect Patrick Ryan and incorporated changes required to limit liability and address efficiency concerns. As previously stated this addition endeavor was deemed to be too costly and evolved into a re-purposing project that was less cost prohibitive but could still improve efficiency and reduce liability identified in the Police Department.

This re-purposing project was broken down and prioritized in three phases. The completion of Phase One is a step towards liability reduction and improving efficiency in the area of the processing and evidence room, but the second two phases still need to be completed to meet the goals of eliminating/reducing identified risks and increasing efficiency for the entire building operation (I think there was some confusion at the last meeting where it was inferred I felt all safety issues had been addressed but I was speaking of progress towards Phase One and not the entire re-purposing project) .

To date all work and consultant fees have been covered strictly utilizing grant funding, and the total amounts to approximately \$45,000. Phase Two will have \$50,000 in PD donated funds being contributed and it is my intent to continue this re-purposing project utilizing as much grant funding as possible. I have demonstrated in my three and a half years as Chief my ability to obtain and utilize grant funding and have brought in approximately \$400,000 in grant funds for our Town to date. When the bid for Phase Two arrives we will have an accurate cost of the project and while I intend to continue my practice of utilizing grant funding a discussion may have to occur regarding a Town contribution.

My approach to this project from inception has been to focus on practicality and frugality in seeking basics in standards to operate both safely and efficiently. The course I am charting should prove viable for our Police Department for years to come. Regardless of department size it is critical we improve on safety and efficiency since these areas have been brought to our attention by an expert consultant in the field of Police Facilities and we should be making every effort to limit liability and provide employees and citizens a safe and efficient environment.

Respectfully,
Troy M. Crowson
Chief of Police

COMMITTEE REPORTS

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

Summary of February 13, 2018, Meeting

The Budget and Finance Committee (“Committee”) met on Thursday, February 13, 2018. All four of the property owner members of the committee – Chris Keefe, Joe Mormando, Steve Farrow and Don Boteler - were in attendance along with Town Manager, Maureen Hartman and Finance Director, Renee McDorman.

The Committee began with a discussion of funding options for the police building retrofit and agreed the full use of the Panco gift funds of \$50,000 would be appropriate. To fund the balance of the cost (full cost estimate ranges from \$60,000 to \$80,000), the Committee agreed that grant funds could be used, particularly since \$50,000 of grant funds were committed to the original proposal to build a new addition to the building and a maximum of \$30,000 would be needed to supplement the Panco funds. Councilman Tim Shaw attended this portion of the meeting and noted that he was attending at the request of Mayor Voveris. Mr. Shaw participated in the discussion and spoke in support of the plan to improve the PD building.

The Committee then reviewed and unanimously approved the draft minutes of its January 25 meeting and unanimously approved those minutes.

The Committee then reviewed the January financial reports, showing results for nine months of FY18. The Committee noted the greater than anticipated revenues from rental taxes, transfer taxes and building permits and the greater than anticipated spending on legal expenses. During a thorough discussion of the financial results, Committee members received satisfactory responses to questions and observations from Ms. Hartman and Ms. McDorman.

The Committee then conducted its second review of the FY19 budget. The Committee reconfirmed its assessments of anticipated revenue streams from its first review and confirmed that changes it had requested were reflected in the current draft budget. The Committee also confirmed its recommendations with respect to its first review of town committee budget submissions. (Town department submissions had not been completed and incorporated into the draft budget in time for the Committee's first review.) With all of the submissions then compiled and available for examination, the Committee began its second review with the draft budget showing a substantial deficit. The Committee thoroughly reviewed all spending requests and recommended certain reductions to start moving the budget toward balance.

The Committee agreed to a next meeting date of Wednesday, February 21, at 12:00 pm in Town Hall to make one final review before submitting its recommendations to the Town Council for its first budget review to be conducted at its budget workshop scheduled for February 22.

Summary of February 21, 2018 Meeting

The Budget and Finance Committee ("Committee") met on Wednesday, February 21, 2018. All four of the property owner members of the committee – Chris Keefe, Joe Mormando, Steve Farrow and Don Boteler - were in attendance along with Town Manager, Maureen Hartman and Finance Director, Renee McDorman.

The Committee conducted its third review of the FY19 budget. The Committee continued its work to review the budget and refine its proposed recommendations to the Town Council, focusing on changes that were requested during its second review. The Committee was satisfied that its recommendations would produce a budget with a modest surplus and authorized its recommendations to be included in the budget presentation to be made the following day at the Town Council's first budget review of the FY19 budget.

The Committee then discussed a parking proposal that was approved by the Town Council at its February 9 meeting and offered several questions pertinent to implementation of the changes, including whether the town could legally limit parking on the east side of Rt. 1 to property owners and their renters or guests using guest passes. Ms. Hartman and Ms. McDorman undertook to research this and related questions.

The Committee agreed to a next meeting date of Tuesday, March 20, 2018, at 12:00 pm in Town Hall.

- **Canal Water Quality Committee** – Submitted by Councilmember Weisgerber:

George Junkin has identified a DNREC Grant opportunity. A 1:1 cash match is required for this grant. It is a **Surface Water Matching Planning Grant**.

A SB Proposal needs to be submitted no later than 4:30 on March 28, 2018.

The Delaware Water Infrastructure Advisory Council (WIAC) developed the Surface Water Matching Planning Grant program to support the planning/preliminary engineering/ feasibility

analysis of surface water improvement projects and activities that focus on the developed landscape to improve water quality in impaired watersheds in Delaware. The grants are intended for the planning/preliminary engineering/feasibility analysis of stormwater retrofits, green technology practices, stream and wetland restoration projects, small watershed studies, development of master surface water and drainage plans, and other point and non-point source water pollution control projects.

The two CWQ projects below have been finalized, approved and funded for 2018. Installation plans and execution are expected to begin April and completed end of May early June 2018. The Mitigation Analysis Project results will produce the reports that CWQC will review with SMEs Woods Hole Group, DNREC, Army Core and University of Delaware Oceanography to help render the best remediation approach to recommend to SB Town Council.

Floating Wetlands Project (May 2018)

The Delaware Department of Natural Resources and Environmental Control (DNREC) has awarded the Center for the Inland Bays (CIB) and the Town of South Bethany a grant to install 130 floating wetlands into the South Bethany dead end canals. It is expected that the installation will occur around May 19. The Town and South Bethany Property Owners Association (SBPOA) will solicit volunteers for planting and installing the wetlands.

Expectations are that the introduction of these floating wetlands will cause a reduction of nutrients within the South Bethany Canals which will result in less algal blooms. The mats will be concentrated at the canal dead ends. Each dead end will typically have an assembly of four to six floating wetlands which will form a floating island that is 8 feet wide by 16 or 24 feet long. These floating islands will be attached to the bulkheads.

In addition to the approximately 104 floating wetlands located at the dead ends there will be 26 individual wetlands attached along the bulkheads for homeowners who have volunteered to have a wetland attached to their bulkhead.

Floating wetlands have been used numerous places to reduce nutrients and minimize algal blooms. The wetlands require minimal maintenance. The plants are expected to remove nutrients and solids from the canal waters.

Feasibility Analysis to Mitigate High Concentrations of Nitrogen and Phosphorous in the South Bethany Canals Project (April/May 2018)

It is believed the high nutrient concentrations is coming from more than 60 years of legacy sedimentation "muck" that has been accumulating on the bottom of the canals before the nutrient reductions efforts discussed above were implemented. The results from core sample tests are expected to show that the muck does indeed contain high concentrations of nutrients.

- Bathymetric Survey to identify locations, depth
- Subbottom Profiling to volume of material
- Sediment Core sampling to identify material and concentrations of nitrogen and phosphorus

The specific objective for this project is to identify the characteristics (locations, depths, volumes, particle size, % organic matter, toxics, concentrations of nitrogen and concentrations of phosphorous) of the sediment that is on the bottom of our canals so that the required data is available to plan remediation approaches.

After the characteristics of the bottom have been documented, remediation approaches will be considered.

- **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 February, 2018, therefore the Committee has nothing to report at this time.

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

A Valentine Themed Pot Luck was held at the Town Hall on Saturday, February 10, 2018. This well attended event gave town citizens a very nice venue to meet old and new neighbors. A number of folks new to our town attended and were warmly welcomed by all.

The Committee met today, March 9, at 10 am to prepare a mailing to go out with all rental licenses. The letter included timely advice and pertinent information such as Suggestions for Improving Properties; Important Contact Information; Emergency Numbers; Trash, Recycling and Yard Waste Schedule Information; Town and Beach Rules; and a Schedule of Summer Activities.

The annual outreach to our local Realtors was to be a breakfast held on March 22 however this has been cancelled due to illness of the Chairman.

Future activities planned will be carried out as planned. They include the annual Band Concert at Town Hall on July 3. Two movies are planned, one on July 11 and the last one on Saturday, August 11. The August 11 event will feature a hot dog picnic prior to the movie. An entry in the Bethany Beach Independence Day Parade will also be part of the summer activities. The Committee 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! Sites of all activities on the beach will naturally be adjusted to accommodate the upcoming beach replenishment project.

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 Sunday, July 1.

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

CEC Next Meeting will be held on Monday, March 26, 2018 at 10:00 AM

2018 Photography Exhibit

An Email News Update and Flyer announcing the 2018 Photography Exhibit has been emailed to South Bethany property owners each Friday since February 9. Thus far, 12 photography submissions have been received. All submissions are due by March 21. All photos received will be reviewed at the March 26 CEC meeting.

CEC Community Education Flyer

A draft flyer on the topic of Power Washing Houses focused on removing mildew and mold from home exteriors. The FINAL draft was reviewed and approved by the Town Manager and Code Inspector. The flyer will be distributed in March to encourage the spring cleaning of home exteriors.

CEC Proposed New Initiative

CEC continues to take planning steps toward the development of the proposed South Bethany Fitness Area. We have had discussions with Liberty Parks and Bob Ehemann of DE Parks.

CEC Adopt-A-Canal End Program

In February, the CEC received an application for the adoption of the New Castle Road End. The CEC will meet with the adopters in March/April to discuss design options. This adoption is the 36th adoption in the program. Additional Adopt signs and new wire stands are being ordered.

Attachment: ACT February 23, 2018, DRAFT Meeting Minutes