

**TOWN OF SOUTH BETHANY
LEADERSHIP AND COMMITTEE REPORTS
FOR JUNE 11, 2018, TOWN COUNCIL REGULAR MEETING**

LEADERSHIP REPORTS

- **Mayor's Report**—Submitted by Mayor Saxton:
 1. Spent the week of May 28th working on transition activities with the Town staff. Worked with Town Committee Chairs to establish committee membership lists for presentation at the Organizational Meeting.
 2. Spoke with the Chair of ACT, Ted Becker, concerning a meeting with Gov. Carney on off shore drilling in which he was participating. Provided the Town of South Bethany resolution against off shore drilling.
 3. Have worked to understand the Ambulance Service contract negotiations.
 4. Vetted potential candidates to fill the one year left on my Town Council term.
 5. Attended the Beach Replenishment meetings on May 30th and June 6th. The start of beach replenishment now scheduled to begin on July 1st.
 6. Met with Sue Callaway, Chief of Police and Town Manager to review the Charter Change regarding the change of reporting structure. Chief of Police will now report directly to the Town Manager. Also discussed other topics of concern of the Chief and Town Manager.
 7. Met with the Town Hall staff along with Sue Callaway to briefly discuss the change in Mayor and Town Council. Setting a tone for positive change and moving forward as a team. Placed a request to the Chief of Police for a similar meeting with the Police Department.

- **Town Manager's Report**—Submitted by Maureen Hartman:
 - On May 2, I met with Jennifer Luoma and Greg Williams from DNREC for a yearly 'meet and greet' and to discuss building and FEMA regulations and requirements.
 - Attended a SCAT steering committee meeting on May 4.
 - Met with Michael Bott from DNREC on May 7 for a yearly 'meet and greet' regarding beach water quality.
 - Bid opening for the police station occurred on May 7. One bid was received from Delmarva Veteran Builders.
 - Attended a meeting on May 9th regarding the proposed beach replenishment schedule. Every Weds there will be update replenishment meetings until the project is completed.
 - Met with the new beach vendors on May 11 to discuss a plan of action during replenishment.
 - Janet and I conducted an election meeting for the board of election and election workers on May 17.
 - Met with members of the BBVFC on May 17 to discuss the contract.
 - Attended the ACT meeting on May 18 with Mayor Voveris.
 - On May 22, I attended a CWQ kick-off meeting regarding the placement of the floating wetlands.
 - Attended the DLLG meeting on May 24 with Lieutenant Governor Bethany Hall-Long as speaker.
 - Worked on Election Day, May 26, with Janet and the election committee volunteers, who all did a fantastic job.
 - Follow up to the chief's vehicle being used as a personal vehicle. Melvin and the chief both were provided with take home vehicles for personal/business use. However, the new employee policy, as well as the Town Manger and Chief's contracts, state that the town-owned vehicles are to be used for business. I recommend that we follow the policy and procedures provided to us by our insurance company and adhere to the employee policy and individual contracts prepared by the Mayor and Town Council.

JUNE REMINDER

Town Council Regular Meeting	June 11, 2018
Town Council Workshop	June 28, 2018

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

6/7/2018

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



Fiscal 2019 Year-to-Date (5/1/18 – 4/30/19) Revenues and Expenditures

	<u>Adopted Budget</u>	<u>Amended</u>	<u>Total Budget</u>	<u>Actual</u>	<u>%</u>
Total Operating Revenue	\$2,394,690		\$2,394,690	\$360,495	15%
Total Operating Expenditures	\$2,394,690		\$2,394,690	\$177,392	7%
Revenue less Expenditures	\$0	\$0	\$0	\$183,103	
Revenue from Grants/Donations	\$7,624		\$7,624	\$0	0%
Expenditures from Grants/Donations	\$7,624		\$7,624	\$0	0%
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Capital/Reserve Revenue (from Fund Balance)	\$197,966		\$197,966	\$0	0%
Capital/Reserve Expenditures	\$197,966		\$197,966	\$0	0%
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Total Revenue - All Funds	\$2,600,280	\$0	\$2,600,280	\$360,495	14%
Total Expenditures - All Funds	\$2,600,280	\$0	\$2,600,280	\$177,392	7%
Revenue less Expenditures	\$ -	\$0	\$0	\$183,103	

Fiscal 2019 (5/1/18 – 4/30/19) 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	\$520,463		\$520,463	\$92,315	18%
Realty Transfer Taxes	\$380,000		\$380,000	\$81,575	21%
Gross Rental Taxes	\$522,000		\$522,000	\$3,930	1%
Grants	\$7,624		\$7,624	\$0	0%
All other revenue	\$947,790		\$947,790	\$182,675	19%
Transfer from Reserve (Capital Projects)	\$197,966		\$197,966	\$0	0%
Budgeted Surplus	\$24,437		\$24,437	\$0	0%
Total Revenue	\$2,600,280	\$0	\$2,600,280	\$360,495	14%
<u>Expenditures:</u>					
General & Administrative Department	\$691,838		\$691,838	\$80,364	12%
Public Works Department	\$268,075		\$268,075	\$15,269	6%
Trash	\$327,400		\$327,400	\$26,517	8%
Public Safety Department	\$733,316		\$733,316	\$48,360	7%
Ambulance	\$74,518		\$74,518	\$0	0%
Beach Patrol Department	\$274,653		\$274,653	\$2,519	1%
Town Committee	\$24,890		\$24,890	\$0	0%
Grants	\$7,624		\$7,624	\$0	0%
Other (Capital)	\$197,966		\$197,966	\$4,363	2%
Total All Expenses	\$2,600,280	\$0	\$2,600,280	\$177,392	7%

Highlights on Revenue

Revenues are tracking to budget.

Highlights on Expenditures

Expenditures are tracking to budget.

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

Building Repurposing Project

Renovations have begun. Armory and Kitchen have been framed. IT technician determined best placement for all present and future technology needs and is currently working in conjunction with contractors. Renovations appear to be running on schedule with the dispatch, armory, squad bay and kitchen in progress. The next phase will move into the locker room. Donated kitchen cabinets were determined to be substandard and damaged by contractor and could not be utilized.

FBI-LEEDA Conference

Chief Crowson attended the FBI-LEEDA conference which is an education-based conference with some of the top thought-leaders in the law enforcement profession. The conference was held April 30, 2018 - May 2, 2018 in Birmingham, Alabama.

Delaware Police Chiefs' Council Annual Staff Development

Chief Crowson attended the Delaware Police Chiefs' Council Annual Staff Development Seminar. The seminar was held May 14–16, 2018 in Ocean City, MD.

Seasonal Officer

Seasonal Parking Officer Taylor Bare joined us on May 15, 2018. Taylor successfully completed the IPMBA Police Cyclist Course. This essential training combines Emergency Vehicle Operations for bike officers with patrol procedures, tactics, night operations, scenarios, and basic bike maintenance and on-the-road repairs.

Office of Highway Safety Click It or Ticket Enforcement

Cpl. John Jenney and Chief Troy Crowson participated in the “Click It or Ticket Enforcement Mobilization” from May 14th through May 28th. The 2018 performance target regarding occupant protection as stated in the Office of Highway Safety’s Highway Safety Plan includes: decreasing calendar year unrestrained crashes so that the unrestrained passenger vehicle occupant fatalities has a five-year (2014-2018) average of 28, increase five-year seat belt use rate from 90% to 91%.

Office of Highway Safety Pedestrian/Enforcement

Office of Highway Safety, the South Bethany Police Department will be participating in the “Pedestrian Outreach Enforcement” from June 5th through June 19th. Delaware has had the highest pedestrian fatality rate in the country 4 out of the last 5 years, totaling 150. Pedestrian fatal crashes tend to occur at night, on high speed multi-lane roadways. Pedestrians are often under the influence and determined to be at fault of the crash. The most common ages hit are 10-24 years old.

COMMITTEE REPORTS

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

The Charter and Code Committee has not met since the May 11, 2018, meeting. Therefore, the Committee has nothing to report at this time.

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

The committee members from 2017 have all graciously agreed to continue as members of the Communications and Public Relations Committee for the next year. They are a stellar group of individuals who give freely of their time and talent. The Town Council has accepted

the current slate of members: Ann Boteler, Linda Whitney, Lisa Saxton, Margaret Oliver, and Stephanie Bunoski. The Chairman is delighted to continue with this team.

The Committee met on Friday, May 11 at 2pm to discuss final plans for summer activities which is reported on below. The Subcommittee for the Float for the Bethany Beach July 4th Parade met on Tuesday May 22nd, and finalized plans for the float. The next meeting will be on July 2nd at the Maintenance Shed to begin construction.

The Committee will again perform hostess duties at the second annual South Bethany Photo Exhibit to be held on June 9th. Light refreshments and drinks will be provided, and Ann Boteler will again provide a display of cameras.

Summer activities have been listed in the South Bethany Summer Fun Calendar. Over 400 copies of the Calendar have been picked up at town hall. The Calendar is available on the website, Facebook page, and bulletin boards located throughout town. Activities will also be advertised through the email update system as well as signs about town.

Yoga and Boot Camp have commenced at their usual beach locations. The SBPOA will host the annual Decorated Boat Parade on Sunday, July 2nd. The Annual Band Concert at Town Hall on July 3rd. Our Town Beach Vendor Jay Vending will set up a stand for refreshments such as Italian Ice, Drinks, and Snacks at the performance. Two movies will be held, Sing on July 11, and Coco on Saturday August 11th. The August 11th event will feature a hot dog picnic and games prior to the movie. Karaoke will be a pre-movie activity at each movie. Children will receive glow necklaces and small gifts. Popcorn will be provided for all.

The next meeting of the Communications and Public Relations Committee will be held at 10am on June 11th.

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

CEC MEETING HELD: The CEC met on Thursday, May 31, 2018. The following members were present: Sue Callaway, Chair; Donna Farrow; Diann Nazarian; Bobbe Stephan; Kent Stephan; Carol Stevenson; Pat Weisgerber; and Don Chrobot and Jon from Public Works. Garnet Timbario was absent.

CEC UPDATES

- Pat Weisgerber is resigning from the CEC as she is assuming more responsibilities as President of the Historical Society and Treasurer of the SBWC.
- Per recommendation by the Planning Commission, the CEC reviewed the idea of painting mile-markers along the Route 1 Pedestrian Path. The CEC unanimously voted *not* in favor of the idea as most people use phones, fitbits and other devices to track their walking/running distance.
- Don Chrobot announced that departing SB property owner George Junkin is donating his ringing bell to the town. The CEC proposed locating the bell in the landscaped area in front of Town Hall near the old Welcome Sign. It was suggested that it might be fun to ring the bell 15 minutes prior to the start of Town Council meetings as a reminder to the town of the meeting. Opinions welcome!
- The CEC is planning to create a separate Childrens' Little Free Library next to the Town Hall Adult LFL. Frank Weisgerber has agreed to build one and Sue Callaway has agreed to stock and maintain it.

- In response to an inquiry by one of the OD artists about updating the artwork along Ocean Drive the CEC decided to propose funding for replacement in the FY 20 Budget. The CEC also discussed auctioning the existing art boards at the 2019 Town Anniversary celebration.

Update on the Proposed South Bethany Fitness Area

- 1) Site update: Due to the extremely heavy amounts of rainfall, a drain pipe was installed to eliminate any future concerns.
- 2) Equipment Arrival: The equipment arrived on June 6. Liberty Parks will assist with layout and installation on June 12. Public Works will put the equipment together prior to Tuesday. *Signarama* delivered the Welcome/Rules Sign
- 3) Grand Opening: Will be scheduled once equipment installed and ready to go. Caution tape will be placed around the area so that no one uses the area until the opening.
- 4) Grant Opportunity: The signed Letter of Intent for a forthcoming grant was submitted on May 15th. CEC is awaiting word from Bob Eehmann's office regarding a future grant invitation.

Final discussion of Photography Exhibit Details and logistics for OPENING NIGHT on JUNE 9TH 2018

The CEC will set up the photography exhibit on Friday, June 8th. Email News Updates have been distributed weekly announcing the event. The OPENING NIGHT will be held on Saturday, June 9th at 7:00 – 9:00 pm. The Town Hall banner announcing the Exhibit was hung on Monday, June 4th.

Update on Adopt-A-Canal Program

- The owners of the Inland Bays Garden Center have graciously agreed to sponsor the contest and to offer a 10% discount to any adopters who wish to purchase from their nursery.
- Letters announcing the contest were sent to all adopters on June 4.
- The group is working on a slightly different online voting format with town staff and Beach-Net.
- The Adopt Contest will run from June 29th to July 20th.