

**TOWN OF SOUTH BETHANY
LEADERSHIP AND COMMITTEE REPORTS
FOR SEPTEMBER 14, 2018, TOWN COUNCIL REGULAR MEETING**

LEADERSHIP REPORTS

- **Mayor's Report**—Submitted by Mayor Saxton:
 1. Attended the weekly meetings on Beach Replenishment with the Town Manager.
 2. Worked with the Ambulance SOC to review contract renewal proposal. These discussions will continue as the committee works to renew an agreement with BBVFC.
 3. Met with the Town Manager and Chief of Police regarding the hiring of two new officers for the Police Department. Along with the Chief and Town Manager interviewed the initial candidates for the positions.
 4. Attended SCAT meeting on September 5th.
 5. In September to begin working with the Town Manager on negotiating renewal of the Town contract with Sharp Energy.

- **Town Manager's Report**—Submitted by Maureen Hartman:
 - We were advised earlier in the summer that our Community Rating Service (CRS) rating would be reduced from a Class 8 (10%) to a Class 9 (5%). I have been working with the ISO/CRS Specialist to retain our former rating of CRS Class 8. We received notice the other day that we did reach our goal of retaining Class 8, with a total of 1172 credit points. Residents will continue to receive a 10% discount for flood insurance.
 - I have been assisting Councilwoman Callaway with the ORPT grant for Phase II of the exercise area.
 - I met with the municipal representatives from Republic Services. They indicated that there is growth in volume in all the towns right now and they are looking at their existing routes to see if they can be optimized. They have had issues with the trucks and are rectifying that as well.
 - I attended a Resilient Communities Partnership meeting with representatives involved with the Association of Coastal Towns. Our proposed scope of work would include the following areas of review: Assessing impervious surface coverage due to redevelopment in our communities, and its corresponding impacts on stormwater management, flooding, and water quality both in present and future climate conditions; and evaluate the current status and trends in impervious surface coverage within the municipalities, provide options for reducing impervious surface coverage in future redevelopment, including the development of model ordinances to maintain/reduce impervious surface coverage amounts, nature-based solutions to increase stormwater infiltration, and/or options for establishing in-lieu fees. Guidance will also be provided to each municipality seeking to tailor and implement the model ordinances in their areas. Educational products and opportunities to engage the public and decision makers on these issues will also be incorporated throughout the course of the project.
Another meeting is scheduled at a later date, but we hope to move forward with this multi-municipal endeavor.
 - Mayor Saxton and I have been assisting the Chief with interviews for police officers.
 - The final 'walk-through' for the beach replenishment project was conducted on September 5. Dune grass is planned for planting the first week in January and will take approximately two days to complete. Great Lakes and the USACE were very grateful to the Towns for their continued cooperation over the summer.

SEPTEMBER REMINDER

Town Council Regular, 1:00 PM (Rescheduled)

September 14, 2018

Town Council Workshop, 3:00 PM

September 27, 2018

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

9/10/2018

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



				<u>%</u>	
Total Operating Revenue	\$2,394,690		\$2,394,690	\$1,306,828	55%
Total Operating Expenditures	<u>\$2,394,690</u>		<u>\$2,394,690</u>	<u>\$942,981</u>	<u>39%</u>
Revenue less Expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$363,847</u>	
Revenue from Grants/Donations	\$7,624		\$7,624	\$1,207	16%
Expenditures from Grants/Donations	<u>\$7,624</u>		<u>\$7,624</u>	<u>\$1,207</u>	<u>16%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Capital/Reserve Revenue (from Fund Balance)	\$197,966		\$197,966	\$46,407	23%
Capital/Reserve Expenditures	<u>\$197,966</u>		<u>197,966</u>	<u>46,407</u>	<u>23%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Total Revenue - All Funds	\$2,600,280	\$0	\$2,600,280	\$1,354,442	52%
Total Expenditures - All Funds	<u>\$2,600,280</u>	<u>\$0</u>	<u>\$2,600,280</u>	<u>\$990,595</u>	<u>38%</u>
Revenue less Expenditures	\$ -	\$0	\$0	\$363,847	

Fiscal 2019 (5/1/18 – 4/30/19) 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	\$520,463		\$520,463	\$501,840	96%
Realty Transfer Taxes	\$380,000		\$380,000	\$215,310	57%
Gross Rental Taxes	\$522,000		\$522,000	\$3,930	1%
Grants	\$7,624		\$7,624	\$1,207	16%
All other revenue	\$947,790		\$947,790	\$632,162	67%
Transfer from Reserve (Capital Projects)	\$197,966		\$197,966	\$0	0%
Budgeted Surplus	<u>\$24,437</u>		<u>\$24,437</u>	<u>\$0</u>	<u>0%</u>
Total Revenue	\$2,600,280	\$0	\$2,600,280	\$1,354,449	52%
 <u>Expenditures:</u>					
General & Administrative Department	\$691,838		\$691,838	\$272,168	39%
Public Works Department	\$268,075		\$268,075	\$82,270	31%
Trash	\$327,400		\$327,400	\$109,296	33%
Public Safety Department	\$733,316		\$733,316	\$228,486	31%
Ambulance	\$74,518		\$74,518	\$18,537	25%
Beach Patrol Department	\$274,653		\$274,653	\$218,120	79%
Town Committee	\$24,890		\$24,890	\$14,106	57%
Grants	\$7,624		\$7,624	\$1,207	16%
Other (Capital)	<u>\$197,966</u>		<u>\$197,966</u>	<u>\$46,407</u>	<u>23%</u>
Total All Expenses	\$2,600,280	\$0	\$2,600,280	\$990,595	38%

Highlights on Revenue

Revenues are tracking to budget.
 Property Taxes - there are 55 delinquent property tax bills

Highlights on Expenditures

Expenditures are tracking to budget.

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

Farewell

The department is sorry to see Cpl. John Jenney leave. Cpl. Jenney accepted a position with the Dewey Police Department. His last official day with us was September 4, 2018. Cpl. Jenney exceeded the expectations of the South Bethany Police Department during his 2 years with us. Cpl. Jenney will be sorely missed.

Building Repurposing Project

Renovations have been completed. We are currently waiting for the security cameras to be updated and should be completed by the end of September.

Office of Highway Safety

The South Bethany Police Department has participated in the “O/P Speed Enforcement and Speed Equipment” from August 8th through August 27th. The 2018 performance target regarding Occupant Protection includes: to decrease calendar year unrestrained crashes so that the unrestrained passenger vehicle occupancy fatalities has a five year (2014-2018) average of 28. To increase the five year seat belt use rate from 90% to 91%.

Office of Highway Safety

The South Bethany Police Department is participating in “Drive Sober or Get Pulled Over” from August 16th through September 4th. The Delaware Office of Highway Safety core outcome and behavioral measures target for alcohol impaired driving fatalities is to decrease impaired fatalities so that the alcohol impaired fatalities has a five year (2014-2018) average of 43.

Some of the more notable investigations for August consist of marijuana possession on Coastal Highway, a domestic dispute on Black Gum Drive and picking up a fugitive from the Attorney General’s office who had 7 charges with 6 of them felonies and 1 a misdemeanor. This was a joint effort between South Bethany and Bethany.

COMMITTEE REPORTS

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

Monday September 17th the South Bethany Water Quality Committee partnering with nationally renowned Woods Hole Group will begin work in our canals 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. Obtaining the canal bottom characteristics by using sonar surveys, core sampling and sub bottom profiling is a very straight forward effort aimed at developing remediation approaches to lower the concentrations of nitrogen and phosphorous levels in the South Bethany canals. The Woods Hole Group and the Canal Water Quality Committee will review their findings and then present the remediation choices at a council meeting, the South Bethany Town Council will have the final decision on what remedial actions will be undertaken by the Town.

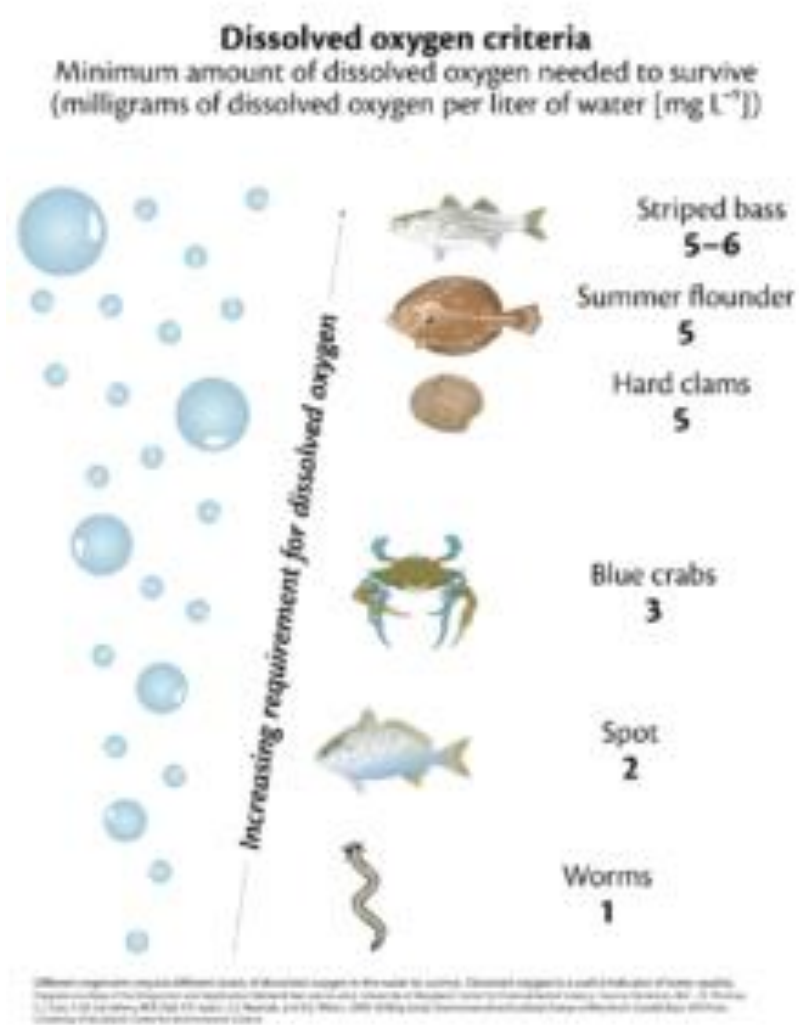
Nutrients / Heat effects on our Canals

The following is summarized from the Center for Inland Bays recent update addressing several reports of dead fish and blue crabs in the coastal waters. Data provided by the state show that in a typical year, one to two fish kills are reported annually with 40% in residential canals and lagoons. And we know why: we simply have too much nitrogen and phosphorus in our water, and these excess nutrients lead to unbalanced dissolved oxygen levels.

All creatures require oxygen to survive and the amount of oxygen dissolved in water is one of the most important ways to measure water quality. Levels of dissolved oxygen that are high and stable support diverse and healthy populations of bay life.

Oxygen levels in shallow bays and creeks naturally cycle throughout the day. During daylight hours, plants and algae release oxygen into the water through photosynthesis. But at night, marine animals, bacteria and algae take in oxygen, removing it from the water again. In a balanced system, the rises and falls in oxygen levels are small. But in a system unbalanced by high nutrient levels, oxygen levels swing wildly: extremely high in the daytime and extremely low at night. Even worse, when the amount of dissolved oxygen in the water drops below the healthy standard of 4 milligrams per liter (mg/L), many sensitive marine animals, like menhaden and blue crabs are stressed and may move out of an area or even die.

During the summer, nutrient pollution, algae blooms, and low dissolved oxygen levels are unfortunately commonplace. The nutrient pollution continues to enter the watershed from agricultural fertilizers, land-applied wastewater, septic systems, and runoff from roads, roofs, and parking lots.



Learn more about how you can help at www.cleanwaterdelaware.org.

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

The Charter and Code Committee met on August 22, 2018, to consider the possible inclusion of all, or parts of, the "International Property Maintenance Code" into the South Bethany Code.

Joe Hinks presented property maintenance issues that are not addressed by the current Town Code that could be addressed if the Town made the IPMC a part of the Town Code.

Joe suggested that if the Town incorporated all or part of the IPMC into the Town Code this would give him the authority he needed to enforce maintenance issues that he currently has no authority to address.

After much discussion the consensus of the Committee was that the Town could add code to Chapter 104 that would give Joe the authority he needed to address the maintenance issues he had presented. The Committee thought that to make the entire IPMC a part of the Town Code was not necessary.

John Fields assigned to Joe Hinks the task of developing a draft of the issues he would want incorporated into Chapter 104. Joe could copy and paste from the IPMC or other sources to accomplish this task. The committee would then develop the text that would go into an ordinance.

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

Yoga and Boot Camp will continue for a few more sessions depending upon the upcoming storm. The new Interval Circuit Fitness Class on Mondays from 8:30 to 9:15 in the Adult Fitness Area will continue until cold weather stops it. The instructors expect to hold classes until late October.

Coco, the last movie of the season, was rained out on Saturday August 11th and rescheduled for Wednesday August 15th. Rope lighting was available on the walkway thanks to our maintenance department and Dr. Munoz again provided electricity. The C and PR Committee along with other volunteers provided a light supper of hot dogs and chips for attendees, and children received glow necklaces and special Fiesta Prizes which were tiny Donkey Piñatas. The event was well attended even though it was a "reschedule." Over 100 hot dogs were provided. This is the first cancellation in many years!

The Committee will meet on September 12th to plan fall and winter events and discuss the upcoming Anniversary Celebration.

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

CEC UPDATES

Update on the South Bethany Fitness Area

1) Adult Fitness Classes continue to be held on Mondays from 8:30 am to 9:15 am until late fall. The first session was attended by 13 participants and classes continue to average around 10+. Email News Updates are scheduled to be sent out regularly to notify SB property owners about the Monday class. Signs are located around town announcing the date and location of the Monday fitness class.

2) In response to South Bethany's approval to seek grant funding from the DE Department of Parks, the Town submitted a written proposal prior to the September 14th due date. Maureen Hartman and Sue Callaway prepared the grant requesting additional fitness equipment and other fitness area enhancements considered appropriate. A site visit and meeting was held with Liberty Parks on September 6, 2018 to discuss potential sites and equipment pieces. Maureen Hartman, Jon Stiffler and Sue Callaway met with Liberty Parks Director, Charlie Walker.

Update on Adopt-A-Canal Program

The Adopt Contest ended on Friday July 20th and the winners received their awards from the Contest Sponsors, Inland Bays Garden Center on Friday, August 17th at 11:00 am. The group, including all three winners, CEC members and Laura Walter, staff reporter for the *Coastal Point*, met at the winning canal end on Kent Place. The CEC appreciates the support and generous contribution of Cheryl Rehrig and Denise Hoeksema, owners of the Garden Center. A *Coastal Point* article featuring the Adopt Contest appeared in the August 24th issue. An Email News Update announcing the contest winners was distributed on August 25th.

Next CEC Meeting

The CEC will convene a meeting on September 21, 2018 at 10:00 am at the Police Department Conference Room.

As Mayor Pro Tem, I attended the ACT committee meeting on Friday, August 24 in Lewes, DE. The final budget amount for each participating town was presented and approved.

AD HOC COMMITTEE REPORTS

- **Long Range Planning Ad Hoc Committee (Don Boteler)**

The first meeting of the Ad Hoc Committee on Long Range Planning was convened at Town Hall on August 21, 2018. In attendance were committee members Chris Keefe (representing the Budget and Finance Committee), Joe Conway (representing the Planning Commission), Kent Stephan (representing the community at large), Maureen Hartman, Town Manager and Don Boteler, Chairman.

The group agreed to identify certain town priorities discussed in the town's Comprehensive Plan to initially include in a 10-year capital budgeting process. The group also agreed that the process should commence as a companion effort alongside the development of the town's next operating budget. Thus, the town would, for the first time, develop and approve a capital budget and an operating budget for Fiscal Year 2020, beginning May 1, 2019. The capital budget would be a "living document," subject to ongoing amendment and refinement and annual update.

The items proposed to be included in the town's initial capital budget are (1) improved beach access, (2) canal water quality improvement, (3) street maintenance, and (4) dredging to improve boating access to Jefferson Creek and Little Assawoman Bay. These particular items were selected because cost data are currently being developed or could feasibly be developed, and because the town's first effort at capital budgeting should include a modest and manageable number of items. As experience is gained, the capital budget could reasonably be expanded to include additional long term goals.

The group acknowledged that the Ad Hoc Committee on Improved Beach Access is expected to deliver recommendations regarding improved beach access and associated costs. The group also acknowledged that the town's Canal Water Quality Committee is expected to develop recommendations and associated costs regarding canal water quality improvement. The group also agreed that, in the absence of special purpose ad hoc committees, the town's Planning Commission and/or the town's professional staff is best positioned to develop cost estimates associated with the town's long term initiatives. The group further agreed that the town's professional staff and the Budget and Finance Committee should work together to develop the capital budget by developing funding options and recommendations for the items that are ultimately included.

Maureen volunteered to seek to obtain from her former employer a template for 10-year capital budgeting which provides for presenting 10 years of estimated revenues and expenditures for each budgeted item.

The committee's discussion of and consensus on each of the items was as follows:

1. Improved Beach Access

The B&F Committee should await the recommendations of the ad hoc group considering beach access improvement and any related Council determinations for use as inputs for the capital budget. A certain amount of currently uncommitted reserves could be allocated to this item in year one, and additional sources (e.g., grants, a portion of operating surpluses, additional allocations of reserves) could be estimated as additional funding sources over the ten year period. Spending would occur over time as a function of available dedicated resources.

2. Canal Water Quality Improvement

As with beach access, the B&F Committee should await and utilize the recommendations of the study currently underway on canal water quality improvement and any related Council determinations as a starting point. As above, a beginning reserve allocation could be made, other sources could be estimated over time, and spending could occur over time as funding permits.

3. Street Maintenance

The group noted that the delayed Phase 2 of the "chip and oil" project is not fully funded and there are at least a couple of streets in need of more extensive remediation. Thus, the group agreed that the current MSA reserves (\$69,000) would serve as the starting amount for sources and would be incremented annually by the expected annual MSA grant (which will increase from approximately \$50,000 to \$60,000 starting this year). Spending would depend upon available funding, the urgency of needed repairs, and Council determinations regarding Phase 2 and the possible use of other reserves as needed to supplement MSA reserves and grants.

4. Dredging

This is another item in need of more information before capital budgeting could be reasonably undertaken. The issue is that dredging is needed near where boaters leaving the canals enter Jefferson Creek and in the section of the Assawoman Canal between Jefferson Creek and Little Bay. More information is needed to understand the likelihood of DNREC resources and the associated use of town reserves.

- **Beach Access Improvement Ad Hoc Committee (Jimmy Oliver)**

The beach access committee met on July 26th and August 22nd. The committee identified beach access issues from beach replenishment, surveys and input from property owners.

Actions included:

1. Adding 4 mobi mats to several locations to facilitate easier access to the beach after the replenishment.
2. Extended the period of mobi mats to coincide with the removal of lifeguard chairs (September 15th) instead of Labor Day weekend.
3. Took pictures of each access point to present to Council in a later presentation.
4. Set up a meeting with DNREC (September 13th) to identify the responsibility of South Bethany for Beach Access versus DNREC.
5. Identified costs for mobi mats and rough order of magnitude for other access methods such as hard pack and board walks.
6. Began planning for presentation to Council on Beach Access options and associated costs.