

<p style="text-align:center">TOWN OF SOUTH BETHANY TOWN COUNCIL WORKSHOP MEETING MINUTES SEPTEMBER 27, 2018</p>
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MEETING CALLED TO ORDER

Mayor Saxton called the September 27, 2018, Town Council Workshop Meeting to order at 3:00 p.m.

ATTENDANCE

PRESENT: Councilmembers Don Boteler, Sue Callaway, Jimmy Oliver, Carol Stevenson, Frank Weisgerber, and Mayor Tim Saxton; Town Manager Maureen Hartman; Chief Troy Crowson; Finance Director Renee McDorman; and Administrative Assistant Pam Smith

DISCUSSION REGARDING ELIMINATING THE DISCRETIONARY FUND AND ADOPTING A POLICY THAT INDIVIDUAL TOWN COUNCIL MEMBERS NOT HAVE THE AUTHORITY TO UNILATERALLY DIRECT ANY DISCRETIONARY SPENDING OR BE ELIGIBLE FOR REIMBURSEMENT FOR ANY EXPENSES WITHOUT ADVANCE APPROVAL FROM THE COUNCIL

Councilmember Boteler said that the Budget and Finance Committee reviewed the proposed draft Discretionary Fund Expenditure Guidelines, and the Committee recommends eliminating the discretionary expenses fund because each department already has contingency funds for unexpected needs that arise during a budget year. Councilmember Boteler added that any need for funds over the contingency funds limits can be done by a vote of the Town Council.

After discussion, there was a consensus from Council and Town Staff to change the name of the Town Functions/Discretionary Expenses line item to Town Functions. There was also a consensus to add language to the Town of South Bethany Rules of Procedure stating that individual Town Council members do not have the authority to unilaterally direct any discretionary spending or be eligible for reimbursement for any expenses without advance approval from the Council. Mayor Saxton asked the Finance Director to come up with proposed language to add to the South Bethany Rules of Procedure for the Town Council to vote on at the next Town Council meeting.

DISCUSSION TO REASSIGN THE DOLLARS CURRENTLY IN THE DISCRETIONARY FUND TO THE TOWN'S "50TH ANNIVERSARY CELEBRATION".

Councilmember Stevenson stated that the Budget and Finance Committee recommended putting the money that was in the discretionary fund in a separate line item for the 50th Anniversary Celebration. The Finance Director clarified that \$2,500 of the FY2019 Town Functions/Discretionary Expenses was designated for the 50th Anniversary Celebration. The Finance Director also noted that there was not a lot of money in that line item for discretionary funds. Councilmember Stevenson said additional money will need to be included in the FY2020 Budget for the 50th Anniversary Celebration.

DISCUSSION OF CAPITAL ITEMS PRESENTED IN THE LONG TERM CAPITAL BUDGET AND THE ROLL OUT OF PRIORITIZATION OF PROJECTS

Because the projects in the long term capital budget will be large and costly, Mayor Saxton asked for a discussion on the appropriate way to get information regarding the long term capital budget and the prioritization of the projects out to the public. Mayor Saxton also asked for a discussion on the appropriate way for the Council to receive public comments on what the property owners believe are the priorities. During discussion it was noted that the 2011 and 2015 town surveys were consistent that the priorities for the property owners were beach access, canal water quality, and street maintenance.

After discussion, there was a consensus to present the long term capital budget at the March 8, 2019, 5 p.m. Public Meeting on FY2020 Draft Budget. It was also suggested to send out a paper explanation of the long term capital budget prior to the March 8 public meeting so property owners can think about it and come to the public meeting informed.

DISCUSSION AND POSSIBLE VOTE ON A BUDGET AMENDMENT TO REALLOCATE SALARY FUNDS TO SUPPORT THE EXTENSION OF EMPLOYMENT FOR A SEASONAL OFFICER. NO ADDITIONAL FUNDS ARE BEING ADDED TO THE BUDGET.

The Town Manager explained that the Police Department is requesting to retain the seasonal officer employee until November 13, 2018.

Mayor Saxton noted that the Town's Budgetary Guidelines require Council's approval of budget amendments regarding salaries. Mayor Saxton stated that the Town Manager has given approval for the hire and Council's approval of the budget amendment is an administrative task. The following is the budget amendment request:

Budget Amendment Request (1) - 9.27.18 Corrected 9/27/18		Town of South Bethany FY 2019 Budget Request				
The following Expenditure Budget Amendments are requested within the scope of the Budgetary Guidelines Policy and will not change departmental budgeted Amounts.						
		Original Budget	Amended Budget	Amended Budget Total	Expensed YTD	Balance Available
01-350-5100	DPS - Salaries	373,848.00	-6,552.00	367,296.00	143,311.75	223,984.25 *
01-350-5145	DPS - FICA - Town's Contribution	33,647.00	293.00	33,940.00	13,693.01	20,246.99 *
01-3505108	DPS - Parking Enforcement	8,670.00	6,259.00	14,929.00	11,103.02	3,825.98 *
Total Inter-departmental (Public Safety) Requested Transfer:			\$	-		
<p>* The above requested budget amendment breakdown is as follows: Parking Enforcement - to cover first and part of second quarter overages - \$2,433.00 and to fund retaining Parking Enforcement officer until 11/13/18 - \$3825.00 plus \$293.00 (FICA) Total transfer: \$ 6,552.00</p>						

Councilmember Callaway asked Chief Crowson what the seasonal officer will be doing since the parking permit season is over. Chief Crowson said with the limited staff that the department has, the seasonal officer is going to be doing things that will free up the current staff so that they can do actual police work. Chief Crowson listed the following: Update the department's equipment in the ARM account, Call of the Calendar (Court - which would draw a full-time officer out of town), taking vehicles back and forth to the auto repair shop for maintenance, radar calibrations, work with the radar speed limit signs, move equipment out of maintenance areas, supplement with patrols and create a police presence in town, sit on Route 1 as a decoy car, and if there is something amiss (such as an open door) he would be able to call one of the officers to come to the scene.

A motion was made by Councilmember Boteler, seconded by Councilmember Oliver, to adopt the requested budget amendment as presented. The motion was unanimously carried.

PUBLIC COMMENT PERIOD

- Councilmember Weisgerber said in June 2018 10,000 plants and 130 wetlands were deployed and concentrated on the ends of the dead end canals primarily at the southern end of town where algal blooms appear. Councilmember Weisgerber stated that prior to deploying the plants and wetlands in the canals in June, the Canal Water Quality Committee did samplings of the nutrients and phosphorous which is what causes algal blooms and other problems in the canals. Last week Councilmember Weisgerber and George Junkin extracted some plants from the canals and sent them off to the lab. The results showed that in the

three months that the wetlands have been deployed they have extracted 28 pounds of nutrients and 2.4 pounds of phosphorous. Councilmember Weisgerber stated that the projection for the year is 38 pounds of nutrients and 6.8 pounds of phosphorous. Councilmember Weisgerber noted that the plants won't be as active in the winter, but the lab results were a pleasant surprise. Mayor Saxton requested that this be on the agenda for the October Town Council meeting to give the public an opportunity to hear the update.

- Chris Keefe (6 N. 3rd St.) – Stated that the Center for the Inland Bays (CIB) just released a report for Delaware and it said this year the Inland Bays are the healthiest they have ever been, and the CIB gave the Inland Bays a B- rating. She said the Center for the Inland Bays attributes the improvement to work people are doing similar to what the Canal Water Quality Committee has established in South Bethany.

Ms. Keefe questioned keeping the seasonal officer until November when the parking ticket revenue came in under budget. Chief Crowson stated that the seasonal officer was an excellent officer. Chief Crowson stated that due to a staff shortage, the seasonal officer was directed in different areas this year that the department hadn't typically used a parking enforcement officer for in the past. Chief Crowson said he was also utilized to move things from room to room during the police building renovations. Chief Crowson stated that the seasonal officer took on all types of different roles and performed quite well regardless of the amount of parking tickets.

- Dick Oliver (410 Victoria Rd.) – Stated that he attended a Resilient and Sustainable Communities League(RASCL) meeting at the University of Delaware on September 26. RASCL is a group of State agencies and the purpose of the group is to look at sustainability issues such as solar power, sea level rise, water quality, etc. At the meeting RASCL had representation from DNREC, DelDOT, Senator Carper's office, and Senator Coons' office. The session focused on best practices for grant writing, finding funding, and techniques for leveraging grant sources. Mr. Oliver said all of the State agencies and the University of Delaware offered to assist towns in looking out for and applying for grants. Mr. Oliver recommended that Council consider designating someone to attend RASCL's quarterly meetings. The Town Manager noted that the Town Clerk attended the RASCL meeting with Mr. Oliver. It was also noted that the Town Manager is involved in the resilient sustainable communities group through the Association of Coastal Towns (ACT), and Mayor Saxton said there is a resiliency grant that ACT has applied for. The Town Manager said as a multi municipal organization ACT may be more successful in getting grants than a single town would be in getting grants.

Mr. Oliver also suggested that the Town sell sweaters/cardigans with the Town's seal on it for the 50th Anniversary Celebration.

ADJOURNMENT

A motion was made by Councilmember Callaway, seconded by Councilmember Weisgerber, to adjourn the September 27, 2018, Town Council Workshop Meeting at 3:50 p.m. The motion was unanimously carried.