

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

LEADERSHIP REPORTS

- **Mayor's Report**—Submitted by Mayor Saxton:
 1. Along with the Town Manager attended the Association of Coastal Towns (ACT) meeting on December 14th.
 2. Completed work on the renewal of the Agreement between the communities that support the Ambulance Service for the Town. The contract among the communities has been finalized. The agreement will be reviewed and voted on for approval by the Town Council on December 14th.
 3. Continued work with the Town Manager on negotiating renewal of the Town contract with Sharp Energy. Our first draft of the contract has been submitted to the Town Solicitor for review. Once the Town Solicitor has completed her review it will be submitted to Sharp Energy.
 4. Met with Sharp Energy representatives to review the assurance of Central Monitoring of propane gas levels. The goal is to assure the levels can be monitored centrally so that timely deliveries can be made and the Town does not experience a similar incident of running low on Propane as occurred last winter. Also utilized the meeting to discuss the contract renewal.
 5. Over the past month have been working with the Town Manager and Town Solicitor on ways to streamline Town Council meetings and Meeting Minutes. For the December Town Council Meeting we have revised the agenda order. In addition, we have consolidated all department reports under the Town Manager Report. As all departments report to the Town Manager it is her responsibility to consolidate all department reports and submit to the Town Council. The November Meeting Minutes are submitted to the Town Council in a new format as discussed with the Town Solicitor.

- **Town Manager's Report**—Submitted by Maureen Hartman:

UPCOMING ...

- ✓ **Town Council Meeting:** Friday, Dec 14, 6:00 PM
- ✓ **Town Hall Closed:** Monday, Dec 24, Tuesday, Dec 25, & Tuesday, Jan 1
- ✓ **No Council Workshop in December**
- ✓ **No Regular Meeting or Council Workshop in January**

DEPARTMENTS ...

Police

- Department-wide shooting range training
- Attended training with Officer Hudson in Salisbury, MD
- Handled 24 complaints in month of November (see att'd report)
- Responded to a missing persons, suspicious activity and stolen firearm complaint

Finance

- Attended training entitled “Public Sector Human Resource Management” through the UD
- Preparing for the online changes to the parking permit process for 2019
- Working with the Town Manager and Budget and Finance on the FY 2020 budget

Code Enforcement

- Working with Charter and Code on Ordinance 193-18, Small Wireless Facilities
- Issued 17 building permits in November (see att’d report)
- Completed 16 property inspections
- Assisting Town Manager by attending Resilient Communities meeting
- Assisting PW with storm drain issues

Public Works

- Located and uncovered storm drain that had been inadvertently closed by a contractor on Anchorage
- Assisted contractor with replacing storm outlet pipe at bulkhead on Anchorage
- Installed Christmas lights on Rt. 1
- Assisting Manager with delivery of new PW truck. Hoping for end of December delivery
- Working on department budget for FY 2020
- Began painting lifeguard stands for 2019 season
- Completed drain project on Periwinkle

TOWN MANAGER ...

- Attended the Resilient and Sustainable Communities League summit. The summit takes a comprehensive look at funding projects that helps communities manage and mitigate the changes brought by extreme weather, environmental degradation, and global warming.
- The kiosk has been ordered for the new parking permit system. We are anticipating a Feb or March install date.
- The Sharp contract has been submitted to the Town attorney for review/comment.
- The new website should be up and running by the end of December. The Town chose the Government Information Center (GIC) as the new website provider. The GIC aids local governments, including designing and hosting responsive websites, in a content management system (CMS). The GIC will create a free website for South Bethany and train staff on the CMS. One thing to note is that the new url will be a ".gov" instead of the current ".org".
- Pam and I continue to work on the 50th anniversary celebration with Councilwomen Stevenson and Callaway.
- Renee and I have begun working on the FY 2020 budget, currently targeting capital expenditures.

POLICE REPORT

NOVEMBER 2018

In the month of **October**, the South Bethany Police Department handled a total of **24** complaints:

Animal Complaints: 3

Assist Other Agencies: 3

Assault/Harassment: 0

Burglary/Theft: 0

Criminal Mischief: 0

Death Investigation (Natural): 0

Disorderly Person/Fights: 0

Domestic/Civil Dispute: 0

Drug Arrests (Civil): 0

Fire/Burglary Alarms (False): 3

Fireworks: 0

Gas/Water Leaks: 2

Local Fugitives Apprehended: 0

Lost/Found Property: 0

Medical Calls: 1

Miscellaneous Investigations: 2

Trespassing: 0

Mental Patient Transports: 0

Community Contacts: 0

911 Disconnects: 0

Missing Persons: 1

Noise Complaints/Loud Party: 0

Parking Complaints: 0

Scam Investigations: 0

Prohibited Construction: 0

Property/Well Being Checks: 3

Public Assists: 1

Resisting Arrest: 0

Suspicious Vehicle/Persons Complaints: 2

Town Code Violations: 1

Traffic Controls/Violations/Hazards: 0

Towed Vehicles/Disabled Vehicles: 0

Vehicle Collision Investigation: 1

Vehicle Lockouts: 1

DUI Arrests: 0

**Code Enforcement Report
November 2018**

Activity from November 1-30, 2018

To: Maureen Hartman

Activities

1. Telephone calls	130
2. Walk-In	23
3. Violation Notices:	
Call for corrections.....	3
Property maintenance	1
Construction trash	2
Drainage	
Trash / Recycle carts.....	0
Work hours	0
4. Building Permits issued	17
Renovations	1
New Residence	0
Decks	1
Roofing	0
Other	15
5. Stop Work Orders issued	0
6. Grass Cutting Performed	0
7. Mercantile Licenses issued	6
8. Occupancy/Compliance Certificates issued	1
9. Certificate of Occupancy Revoked	0
10. Complaints	3
11. Property Inspections	16
12. Drive-by Inspections made daily entire town	
13. Meetings	
Homeowners.....	8
Builders	17
14. Preliminary Plan Review.....	2
15. Emails: Read – 940 Responses required –134	

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

12/8/2018

Town of South Bethany
Monthly Treasurer's Report - As of November 30, 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	\$2,136,727	89%
Total Operating Expenditures	<u>\$2,394,690</u>		<u>\$2,394,690</u>	<u>\$1,431,179</u>	<u>60%</u>
Revenue less Expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$705,548</u>	
Revenue from Grants/Donations	\$7,624		\$7,624	\$2,113	28%
Expenditures from Grants/Donations	<u>\$7,624</u>		<u>\$7,624</u>	<u>\$2,113</u>	<u>28%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Capital/Reserve Revenue (from Fund Balance)	\$197,966		\$197,966	\$108,902	55%
Capital/Reserve Expenditures	<u>\$197,966</u>		<u>197,966</u>	<u>108,902</u>	<u>55%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Total Revenue - All Funds	\$2,600,280	\$0	\$2,600,280	\$2,247,742	86%
Total Expenditures - All Funds	<u>\$2,600,280</u>	<u>\$0</u>	<u>\$2,600,280</u>	<u>\$1,542,194</u>	<u>59%</u>
Revenue less Expenditures	\$ -	\$0	\$0	\$705,548	

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>
Revenues:					
Property Taxes	\$520,463		\$520,463	\$518,477	100%
Realty Transfer Taxes	\$380,000		\$380,000	\$447,200	118%
Gross Rental Taxes	\$522,000		\$522,000	\$462,077	89%
Grants	\$7,624		\$7,624	\$2,113	28%
All other revenue	\$947,790		\$947,790	\$817,574	86%
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	\$2,247,441	86%
Expenditures:					
General & Administrative Department	\$691,838		\$691,838	\$428,025	62%
Public Works Department	\$268,075		\$268,075	\$125,472	47%
Trash	\$327,400		\$327,400	\$191,124	58%
Public Safety Department	\$733,316		\$733,316	\$369,934	50%
Ambulance	\$74,518		\$74,518	\$37,074	50%
Beach Patrol Department	\$274,653		\$274,653	\$263,805	96%
Town Committee	\$24,890		\$24,890	\$15,746	63%
Grants	\$7,624		\$7,624	\$2,113	28%
Other (Capital)	<u>\$197,966</u>		<u>\$197,966</u>	<u>\$108,902</u>	<u>55%</u>
Total All Expenses	\$2,600,280	\$0	\$2,600,280	\$1,542,194	59%

Highlights on Revenue

Property Taxes - there are 11 delinquent property tax bills

Highlights on Expenditures

Expenditures are tracking to budget

COMMITTEE REPORTS

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

The Budget and Finance Committee (“Committee”) met on Tuesday, December 4, 2018. All four property owner members of the committee – Chris Keefe, Steve Farrow, Joe Mormando and Don Boteler - were in attendance along with Town Manager, Maureen Hartman and Finance Director, Renee McDorman.

The Committee began with a review of draft minutes of its September 14, 2018, meeting and unanimously approved the minutes with minor corrections.

The Committee then reviewed the November financials, noting first that magistrate and parking fines are only at 31 percent and 38 percent of budget, respectively, after seven months, which include the busy summer months. The Committee projected a likely shortfall of at least \$25,000 in these two accounts by year-end. The Committee also noted that the legal expense budget of \$25,000 has already been spent and additional legal expenses of perhaps \$10,000 to \$15,000 can be expected. Offsetting these revenue shortfalls and cost overages are lower than expected personnel expenses in the Public Safety Department due to departures and difficulties filling vacancies, as well as \$57,000 to date in excess transfer tax collections over budget. On an overall basis, the Committee agreed that, with five months remaining in FY19, there is a reasonable likelihood that the town will end the year within budget, absent any significant unexpected developments.

The Committee then turned its attention to the process for developing the FY20 operating and capital budgets. To facilitate the discussion, Finance Director McDorman posed a series of questions intended to elicit clarity and direction for the budget development process. The Committee engaged in a vigorous and thoroughgoing treatment of the questions and issues, during which it was agreed that: (1) items that are customarily presented as general administrative expenses but that are attributable to a specific function or department should be allocated to that function or department, so long as a fair and reasonable basis of allocation is available, (2) the functions and associated revenues and expenses of the office of the Code Enforcement Constable should be broken out of the G&A budget and presented as a separate department, (3) it is appropriate to include a cost of living adjustment (COLA) as a part of compensation related budget requests for FY20, particularly since the federal government recently awarded a COLA to its workers, retirees and Social Security recipients in recognition of rising inflation, and (4) the operating and capital budgets should be developed and presented as wholly separate exercises and documents.

The Committee then discussed in more detail the capital budgeting process. The Committee agreed that the capital budget should be presented as a ten year plan to comport with an undertaking in the town’s Comprehensive Plan. The Committee further agreed that estimated amounts of sources and uses of capital should be presented for each project for each year and that the capital budget should be updated at least annually and as additional relevant information becomes available. The Committee agreed in principle that, to properly fund the capital budget, it would be appropriate to designate a certain percentage of certain revenue streams to specific capital projects (or perhaps to capital projects generally with project allocation decisions to be made periodically). So, strictly as an example, perhaps five or ten percent of annual transfer tax revenue could be dedicated to the multi-year beach access improvement project. The Committee also agreed that a certain amount of currently uncommitted reserves could be designated as “seed capital” for each project in the capital budget and that additional reserves could potentially be utilized should anticipated dedicated revenue sources fail to materialize.

The committee agreed to a next meeting date of Thursday, January 24, 2019 at 9:00 am in Town Hall to conduct its first review of submitted and compiled budget requests.

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

Canal Water Quality Summary Report – 2018

- **Citizen Monitoring** – Dave Wilson, Canal Water Quality Committee member, gave a presentation at the UD Citizen Monitoring Program Fall QA Workshop Friday December 7th, 2018, on South Bethany's water quality monitoring and our recent floating wetland project. The workshop attendees from all over Sussex County were impressed with all that SB is doing to improve and monitor the canal waters. There was much interest and follow up questions on our Floating Wetlands and the results of the 100 day lab analysis.
- **Oyster Gardening** – CWQC member Kent Stephan working with Bob Collins, the CIB leader for the oyster gardening program inspected and refreshed existing oyster gardens in SB Canals as well as deployed new oyster gardens this past summer. Oyster gardening is extremely important to our canal clean-up efforts. A mature oyster can filter as much as 50 gallons of water a day.
- **Ribbed Mussels being looked at for SB canals** -- Positive interactions occur between ribbed mussels (*Geukensia demissa*) and cordgrass (*Spartina alterniflora*) that enhance salt marsh nitrogen removal. Mussels transfer particulate nitrogen from the water column to the marsh sediments, which stimulates cordgrass growth, and cordgrass provides predator and/or heat stress refuge for mussels. Ribbed mussels remove large amounts of particulate organic material comprising algae, detritus, and bacteria from overlying waters through filtration and consumption.
- **Sea Colony Wet Pond Status** – Status is unchanged. Construction could possibly start late 2019.
- **Floating Wetlands In South Bethany Canals** -- A nutrient analysis was conducted in September which shows that the 130 mats have sequestered 28 pounds of nitrogen and 2.4 pounds of phosphorous during the 100 days that they have been growing. The grant proposal had estimated that 38 pounds of nitrogen and 6.8 pounds of phosphorous would be removed during one year. Two thirds of the nutrients are in the grass and one third is contained in the roots. The Town plans to "mow" the grass annually to permanently remove nutrients from the canals. The first "Mowing" will probably occur in December.
- **CQWC/SB contracts with Envirotech** -- Annual Integrated Vegetation Management for the *Spartina alterniflora* floating islands/rafts for the Town of South Bethany Canals. Scope of Work: (December 2018) - Prune islands/rafts of *Spartina alterniflora* only on canal ends. - Grasses will be power pruned to a flush cut of 10" - Clippings will be hauled and composted on site in an approved zone. - Any invasive vegetation growth recognized on islands/rafts will be removed. - Deficiencies and damage to islands/rafts will be reported. -Stem and Lead Samples will be collected.
- **Grant to analyze SB Canals** – The CWQC contracted with the Woods Hole Group (WHG) for services intended to support the Canal Water Quality Committee's goal to improve water quality within the SB canal network by quantifying the trapped organic detritus and sediments that have fueled excessive eutrophication. The results of this work will provide the CWQC with the information that can be used to develop remediation recommendations. The proposed scope of services consisted of two tasks: (1) Bathymetric and Subbottom Acoustic Survey (2) Sediment Core Sampling and Analysis. Tasks 1 & 2 were done in September 2018. The lab results were summarized and discussed late October. The results supported the need to address the sediment accumulation especially at the dead end canals. Woods Hole Group recommended that they further capture sediment samples that subbottom profiling identified which they will do in December before we meet and discuss best remediation choices.
- **CWQC/SB considering Proposal for Bi-Weekly canal services** – When the recent widgeon grass infestation occurred this past summer it brought to light the need for

improved monitoring of the canal waters. Envirotech Environmental Consulting was asked for a proposal to provide SB with such a service. After meeting with SB Town Manager and myself to understand what was needed they have submitted a proposal...

- March 1 through October 31 (twice per month service)
- Bi- Weekly services will take place during the growing season listed above.
- 14ft Marine craft motorized boat will be used to perform monitoring
- Canals will be monitored for the accumulation of Macro Algae, Organic Matter accumulations and Submerged Rooted Aquatic Plant growth and spread with in the dead end lagoons.
- Bi- Weekly reporting of living and dead bio matter will be forwarded to the appropriate people.
- Bi-Weekly reporting of all Submerged Rooted Aquatic Vegetation with in the dead end lagoons.
- Visual Observations and a underwater camera will be used to detect any deficiencies.
- Herbicide applications are inclusive and when treatments are needed, they will take place during low tide to increase effectiveness.
- Applicators will call for approval before any herbicides are used.
- A recommended plan for removal of matter will occur as needed

I plan to schedule Envirotech to present and discuss their proposal on what they can do for SB canals at the February 2019 workshop or monthly meeting.

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

The Charter and Code Committee is in the process of creating a new chapter in the South Bethany Code. The purpose of this Chapter is to establish uniform policies and procedures for the deployment and installation of small wireless facilities in rights-of-way within South Bethany's jurisdiction and owned by the Town, or on property, buildings or facilities owned by the Town which will eventually provide 5G wireless communication services.

This new chapter will have a first reading at the Town Council meeting on December 14, 2018.

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

The Committee has not met since the last Town Council meeting on November 9, 2018. A Budget meeting will be held on December 18th at 3pm at Town Hall where we will discuss activities for the 2019 Budget Year.

The Committee wishes the entire Town and the Town Council Members, Town Staff and their families a Happy Holiday Season, and a most prosperous New Year.

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

The CEC held a meeting on Wednesday, December 12, 2018. The two primary meetings tasks were: 1) Discuss and select the new fitness equipment choices for the South Bethany fitness area. The equipment will be purchased using Outdoor, Recreation, Parks and Trails (ORPT) grant funds recently awarded (November 2018) to South Bethany by the Delaware Department of Natural Resources and 2) Develop a draft FY20 CEC budget to be submitted to the SB Financial Director by January 14. Follow-up work on these two tasks will be completed in January. The annual holiday luncheon was held following the meeting.