

**TOWN OF SOUTH BETHANY  
LEADERSHIP AND COMMITTEE REPORTS  
FOR FEBRUARY 8, 2019, TOWN COUNCIL REGULAR MEETING**

**LEADERSHIP REPORTS**

- **Mayor's Report**—Submitted by Mayor Saxton:
  1. Attended the Association of Coastal Towns (ACT) meeting on January 25th. Nothing significant to report from the meeting.
  2. Met with a representative from DeIDOT and the Town Manager to discuss potential solutions for bicycle parking on the ocean side of Route 1 during the summer season. Multiple ideas were exchanged. Outcomes of the discussion will be presented to the Town Council at a later date. Also, we received information on applying for a Bicycle Master Plan Grant. We are evaluating whether we meet the guidelines to apply at this time.
  3. Met with the Town Manager and Chief of Police to review a draft Police Department Pay scale and Rank Structure. Input was obtained from the Chief prior to presentation at the Town Council Meeting.
  4. Continued work with the Town Manager on negotiating renewal of the Town contract with Sharp Energy. A draft of the contract has been submitted to Sharp Energy for their review. Met with Sharp Energy on February 6<sup>th</sup> to continue on contract discussions.
  5. Along with the Town Manager attended the DNREC sponsored Beach Nourishment Finance Meeting. Attendees were Mayors and Town Managers from bay and ocean front communities. Presentations by DNREC were on historical beach nourishment data, current beach funding strategies and future challenges for shoreline management in Delaware. Breakout sessions were held to discuss impact of shoreline nourishment and creative solutions to address the current financial solutions.
  6. Attended the SCAT dinner along with Councilwoman Callaway and the Town Manager on February 6<sup>th</sup>. The presentation at the meeting was by the Sussex County Legislators.
  7. Interviewed candidates for the Police Department the week of February 4<sup>th</sup>.
- **Town Manager's Report**—Submitted by Maureen Hartman:

**UPCOMING ...**

- ✓ **Town Council Meeting:** Friday, February 8 @ 6:00
- ✓ **Town Hall Closed:** Monday, February 18
- ✓ **Council Workshop:** Thursday, February 28 @ 3:00

**DEPARTMENTS ...**

**Police**

- The Criminal Justice Council conducted an inspection of the South Bethany Police Department and found no violations. The newly renovated facility sustained all the requirements that included: separation provision, disproportionate minority contact provision, deinstitutionalization of status offenders and jail removal.
- There has been diligent advertisement and search for officers to fill the vacancies in the South Bethany Police Dept. Testing phase is ongoing for applicants. We are moving to meet an academy deadline of February 18, 2019 to place a candidate in the March police academy class. The Mayor, Town Manager, and Chief met with several promising candidates and things are moving along promptly. We had 15 individuals apply with 5 moving forward for testing/interviews.
- Chief Troy Crowson had been nominated by the Office of Highway Safety to represent the State of Delaware at its upcoming Lifesavers Conference to be held March 31 – April 2, 2019. NHTSA Regional Program Manager, Judy Dancy, recommended that the Delaware Office of Highway Safety (OHS) submit his name as a nomination for the

great work that he and the Town of South Bethany were doing in regard to pedestrian safety. Delaware Office of Highway Safety concurred with this and forwarded Chief Crowson as a nominee for the award to be recognized. Although Chief Crowson was Delaware's choice, he was not selected regionally for a Public Service Award and will not be attending the conference

- Chief met with the Mayor and Town Manager to review and discuss a pay and rank scale.
- Handled 13 complaints in month of December (see att'd report).
- Handled 13 complaints in month of January (see att'd report).

### **Finance**

- Finance Director continues to work on the FY2020 budget with Town Manager, Department Heads, and Budget and Finance Committee.
- Preparing for installation of kiosk at Town Hall on Friday Feb 8.
- Prepared ordinance for changes to the parking permit system.
- Working on updates to the website to allow the purchase of parking permits.

### **Code Enforcement**

- Continue to work with Charter and Code on Ordinance 193-18.
- Assisted Chief with tractor trailer issue in town.
- Issued 19 building permits in December (see att'd report).
- Issued 11 building permits in January (see att'd report).
- Completed 13 property inspections in December and 15 in January.
- Providing technical advice and assistance to Public Works.
- Provided budget numbers for FY2020.
- Attending Resilient Communities meeting with Town Manager regarding stormwater.
- Preparing for FEMA letters to go out to residents, per Community Rating System (CRS) requirements.

### **Public Works**

- Met with Manager to discuss town-wide landscaping for 50<sup>th</sup> Anniversary event.
- Preparing ad to hire seasonal help.
- Received new PW F450 dump truck.
- Researching costs for town projects such as lighting around town hall and police; maintenance for the generator; paving and road repairs; and plant pricing for landscaping.
- Additional fitness equipment will be installed by public works.
- Working on life guard stands and median beds.
- Contractor completed dune grass plantings.
- Starting Beach access walkway fence replacement project week of Feb 11<sup>th</sup>.

### **Town Manager**

- Working with Budget and Finance for FY2020 budget.
- Staff continues to be responsive to increased FOIA requests and phone calls.
- Work on Sharp contract with Mayor and Solicitor, meeting on Feb 6 with Sharp reps.
- Receiving positive feedback on new website.
- Attended a DNREC meeting with the Mayor regarding beach nourishment and shoreline management.
- Met with a representative from DeIDOT regarding bicycle traffic.
- Assisted Planning Commission members with a progress report for the Council.
- Pam and I continue to work on the 50<sup>th</sup> anniversary celebration with Councilwomen Stevenson and Callaway.
- Working with Mayor on several issues.
- Conducting interviews with the Chief and Mayor for potential police officers and recruits.
- Attended a Resilient Communities Partnership meeting with Code Inspector Hinks regarding stormwater and MS4.

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# POLICE REPORT

## DECEMBER 2018

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In the month of December the South Bethany Police Department handled a total of 13 complaints:

**Animal Complaints: 0**

**Assist Other Agencies: 3**

**Assault/Harassment: 0**

**Burglary/Theft: 1**

**Criminal Mischief: 0**

**Death Investigation (Natural): 0**

**Disorderly Person/Fights: 0**

**Domestic/Civil Dispute: 0**

**Drug Arrests (Civil): 0**

**Fire/Burglary Alarms (False): 1**

**Fireworks: 0**

**Gas/Water Leaks: 0**

**Local Fugitives Apprehended: 0**

**Lost/Found Property: 0**

**Medical Calls: 1**

**Miscellaneous Investigations: 1**

**Trespassing: 0**

**Mental Patient Transports: 0**

**Community Contacts: 0**

**911 Disconnects: 0**

**Missing Persons: 0**

**Noise Complaints/Loud Party: 0**

**Parking Complaints: 1**

**Scam Investigations: 0**

**Prohibited Construction: 0**

**Property/Well Being Checks: 2**

**Public Assists: 1**

**Resisting Arrest: 0**

**Suspicious Vehicle/Persons Complaints: 1**

**Town Code Violations: 0**

**Traffic Controls/Violations/Hazards: 0**

**Towed Vehicles/Disabled Vehicles: 0**

**Vehicle Collision Investigation: 1**

**Vehicle Lockouts: 0**

**DUI Arrests: 0**

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# POLICE REPORT

## JANUARY 2019

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In the month of January the South Bethany Police Department handled a total of 13 complaints:

Animal Complaints: 0

Assist Other Agencies: 5

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): 1

Fireworks: 0

Gas/Water Leaks: 0

Local Fugitives Apprehended: 0

Lost/Found Property: 0

Medical Calls: 1

Miscellaneous Investigations: 0

Trespassing: 0

Mental Patient Transports: 0

Community Contacts: 0

911 Disconnects: 0

Missing Persons: 0

Noise Complaints/Loud Party: 0

Parking Complaints: 1

Scam Investigations: 0

Prohibited Construction: 0

Property/Well Being Checks: 2

Public Assists: 1

Resisting Arrest: 0

Suspicious Vehicle/Persons Complaints: 0

Town Code Violations: 1

Traffic Controls/Violations/Hazards: 1

Towed Vehicles/Disabled Vehicles: 0

Vehicle Collision Investigation: 0

Vehicle Lockouts: 0

DUI Arrests: 0

**Code Enforcement Report  
December 2018**

**Activity from December 1–31, 2018**

**To: Maureen Hartman**

**Activities**

1. Telephone calls .....	87
2. Walk-In .....	14
3. Violation Notices:	
Call for corrections.....	2
Property maintenance .....	1
Construction trash .....	1
Drainage	
Trash / Recycle carts.....	0
Work hours .....	0
4. Building Permits issued .....	19
Renovations .....	4
New Residence .....	0
Decks .....	2
Roofing .....	1
Other .....	12
5. Stop Work Orders issued .....	0
6. Grass Cutting Performed .....	0
7. Mercantile Licenses issued .....	3
8. Occupancy/Compliance Certificates issued .....	1
9. Certificate of Occupancy Revoked .....	0
10. Complaints .....	2
11. Property Inspections .....	13
12. Drive-by Inspections made daily entire town	
13. Meetings	
Homeowners.....	5
Builders .....	10
14. Preliminary Plan Review.....	3
15. Emails: Read – 815 Responses required –86	

**Code Enforcement Report  
January 2019**

**Activity from January 1 – 31, 2019**

**To: Pam Smith**

**Activities**

1. Telephone calls .....	112
2. Walk-In .....	14
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 .....	15
Renovations .....	1
New Residence .....	1
Decks .....	0
Roofing .....	0
Other .....	13
5. Stop Work Orders issued .....	1
6. Grass Cutting Performed .....	0
7. Mercantile Licenses issued .....	2
8. Occupancy/Compliance Certificates issued .....	0
9. Certificate of Occupancy Revoked .....	0
10. Complaints .....	2
11. Property Inspections .....	12
12. Drive-by Inspections made daily entire town	
13. Meetings	
Homeowners.....	8
Builders .....	10
RCP.....	1
14. Preliminary Plan Review .....	1
15. Emails: Read – 829 Responses required –	132

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

1/23/2019

**Town of South Bethany**  
**Monthly Treasurer's Report - As of December 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	\$2,265,330	95%
Total Operating Expenditures	<u>\$2,394,690</u>		<u>\$2,394,690</u>	<u>\$1,533,886</u>	<u>64%</u>
Revenue less Expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$731,444</u>	
Revenue from Grants/Donations	\$7,624		\$7,624	\$2,413	32%
Expenditures from Grants/Donations	<u>\$7,624</u>		<u>\$7,624</u>	<u>\$2,413</u>	<u>32%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Capital/Reserve Revenue (from Fund Balance)	\$197,966		\$197,966	\$111,777	56%
Capital/Reserve Expenditures	<u>\$197,966</u>		<u>\$197,966</u>	<u>\$111,777</u>	<u>56%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Total Revenue - All Funds	\$2,600,280	\$0	\$2,600,280	\$2,379,520	92%
Total Expenditures - All Funds	<u>\$2,600,280</u>	<u>\$0</u>	<u>\$2,600,280</u>	<u>\$1,648,076</u>	<u>63%</u>
Revenue less Expenditures	\$ -	\$0	\$0	\$731,444	

**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	\$518,240	100%
Realty Transfer Taxes	\$380,000		\$380,000	\$465,482	122%
Gross Rental Taxes	\$522,000		\$522,000	\$547,128	105%
Grants	\$7,624		\$7,624	\$2,413	32%
All other revenue	\$947,790		\$947,790	\$846,257	89%
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>
<b>Total Revenue</b>	<b>\$2,600,280</b>	<b>\$0</b>	<b>\$2,600,280</b>	<b>\$2,379,520</b>	<b>92%</b>
<u>Expenditures:</u>					
General & Administrative Department	\$691,838		\$691,838	\$470,811	68%
Public Works Department	\$268,075		\$268,075	\$139,865	52%
Trash	\$327,400		\$327,400	\$218,683	67%
Public Safety Department	\$733,316		\$733,316	\$386,445	53%
Ambulance	\$74,518		\$74,518	\$37,074	50%
Beach Patrol Department	\$274,653		\$274,653	\$265,814	97%
Town Committee	\$24,890		\$24,890	\$15,195	61%
Grants	\$7,624		\$7,624	\$2,413	32%
Other (Capital)	<u>\$197,966</u>		<u>\$197,966</u>	<u>\$111,777</u>	<u>56%</u>
<b>Total All Expenses</b>	<b>\$2,600,280</b>	<b>\$0</b>	<b>\$2,600,280</b>	<b>\$1,648,076</b>	<b>63%</b>

**Highlights on Revenue**

Property Taxes - there are 10 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 Thursday, January 24, 2019. 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 reviewed and unanimously approved draft minutes of its December 4, 2018, meeting.

The Committee then reviewed the December financials, receiving satisfactory responses from Maureen and Renee to several questions.

Finally, the Committee reviewed the preliminary draft budget material. The Committee agreed to several adjustments and requested certain additional information for the next meeting.

The Committee agreed to a next meeting date of Tuesday, February 12, 2019, at 9:00 am in Town Hall.

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

The Charter and Code Committee has not held a meeting since the Council meeting in December, 2018, therefore the Committee has nothing to report at this time.

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

A Budget meeting was held on December 18th at 3pm at Town Hall. Programs for the 2020 fiscal year were discussed. The Proposed Budget for 2020 was submitted to Town Hall.

Remaining projects for 2019 were reviewed. A Pot Luck Supper will be held on March 16th at Town Hall. A Drone Video for our new website was proposed as our final project. The Video will showcase South Bethany amenities and will be used as a promotion piece. The Committee will use Funds from the Realtor Relations Category to pay for this project. Planning for the 50th Anniversary Celebration which will be held on June 30th continues.

The next meeting of the Communications and Public Relations Committee will be held on March 1st at 3pm.

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

### **CEC Updates**

- The CEC’s last meeting was held on December 12, 2018
- The CEC submitted its proposed FY 20 Budget on January 14, 2019 to the Financial Administrator, Renee McDorman
- The CEC and the SB Public Works Supervisor met with Liberty Parks and Recreation on January 22, 2019 to discuss costs and possible layout of the new equipment to be purchased with grant funds received from the Delaware Outdoor, Recreation, Parks and Trails department. The equipment will be ordered mid-February to ensure enough time for spring installation.
- The CEC continues to work on its tasks for participation in the 50th Anniversary Celebration.
- CEC Chair, Sue Callaway attended the SCAT Legislative Dinner on February 6, 2019 along with Mayor Tim Saxton.