

<p style="text-align:center"><b>TOWN OF SOUTH BETHANY TOWN COUNCIL BUDGET WORKSHOP MEETING MINUTES FEBRUARY 28, 2019</b></p>
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**MEETING CALLED TO ORDER**

Mayor Saxton called the February 28, 2019, Town Council Workshop Meeting to order at 3:00 p.m.

**ATTENDANCE**

Councilmembers Don Boteler, Sue Callaway, Jerry Masiello, Jimmy Oliver, Carol Stevenson, Frank Weisgerber, and Mayor Tim Saxton; Town Manager Maureen Hartman; Finance Director Renee McDorman; and Administrative Assistant Pam Smith.

**ADOPTION OF MINUTES**

January 29, 2019, Town Council Special Meeting: Motion by Councilmember Boteler, seconded by Councilmember Masiello, to accept the January 29, 2019, Town Council Special Meeting Minutes. Motion unanimously carried.

January 29, 2019, Town Council Executive Session: Motion by Councilmember Stevenson, seconded by Councilmember Oliver, to accept the January 29, 2019, Town Council Executive Session Minutes. Motion unanimously carried.

February 8, 2019, Town Council Regular Meeting and February 8, 2019, Town Council Executive Session: Tabled. The February 8, 2019, Town Council Regular Meeting Minutes were not completed. Council will vote on these minutes at the March 8, 2019, Town Council Regular Meeting.

**CANAL MAINTENANCE DISCUSSION WITH ENVIROTECH**

Todd Fritchman, a representative from Envirotech, reviewed Envirotech's proposal for South Bethany canal monitoring and maintenance (to conduct physical observations through the canal systems by boat to determine the presence and absence of invasive nuisance aquatic vegetation growth, development and or other ecological or pollution deficiencies recognized, reporting of findings, areas and species of concern, volumes in acre feet, and recommendations for corrective actions needed, including aquatic herbicide applications and or physical removal).

Councilmember Weisgerber will follow up with Envirotech on the details of the proposal/contract before coming back to Council for a vote at a future Town Council meeting.

**DISCUSSION ON ROAD REPAIRS**

The Town Manager reported that the Public Works Supervisor did a town-wide road maintenance inventory and he advised that Bristol Road is in the worst condition followed by Evergreen Road (a 12 foot by 100 foot stretch in the west bound lane coming into Cleveland Ave.). The estimate the Public Works Supervisor received to redo Bristol Road is between \$23,000 and \$25,000. The estimate for Evergreen Road is \$5,000. It was noted that there is money in MSA Reserves to cover the costs of repairing Bristol Road and Evergreen Road. Council agreed to the road work repair on Bristol Road and Evergreen Road as proposed by the Town Manager and Public Works Supervisor.

The Town Manager reported that she is meeting with the Town of Fenwick Island regarding the possibility of piggybacking with each other to do microsurfacing in calendar year 2020 in order to try and get a better cost estimate.

Routine road maintenance:

- Need to get tougher on the utility companies and hold them accountable regarding road cut repairs. It was agreed that road cuts should be restored to original condition per DelDOT requirements. The Finance Director suggested increasing the road cut fee on the Schedule of Fees.
- Council agreed that the heavy trucks are contributing to the problem and contractors need to be held accountable. The Town Manager will work with the Code Enforcement Constable to see if something can be added to the building permits.
- Council agreed to use some MSA funds to fix pot holes and repair bumps in roads. The Public Works Supervisor and Town Manager will work on prioritizing these repairs and they will get pricing on the repair work.

#### **DISCUSSION ON THE CURRENT STATUS OF A BEACH VENDOR FOR SUMMER OF 2019**

The Town Manager reported that Jay Vending is interested in not providing chairs and umbrellas this year because sales were not good last year. It was noted that Jay Vending was the only bidder on the chairs and umbrellas last year. There was no disapproval among Council to not provide chairs and umbrellas on the beach this summer.

The Town Manager and Council discussed the sale of food and drink. The Town Manager and Administrative Assistant are meeting with Go Melvo next week regarding the possibility of them providing this beach vending service this year. Mayor Saxton said to make sure it is very clear that the service is to be on the beach for the contract. Councilmember Callaway agreed.

#### **ORDINANCE - SECOND READING OF ORDINANCE 194-19, TO AMEND THE CODE OF THE TOWN OF SOUTH BETHANY CHAPTER 94, PARKING, §§ 94-6 AND 94-7 TO END THE TOWN'S DUAL SYSTEM PERMITS, ELIMINATE NONTRANSFERABLE PERMITS AND TRANSFERABLE PERMITS AND SET UP ONE TYPE OF RESIDENTIAL PERMIT, AND INCLUDE OBTAINING PARKING PERMITS ONLINE THROUGH THE SOUTH BETHANY WEBSITE.**

Mayor Saxton reviewed Ordinance 194-19.

A discussion ensued regarding adding the Kiosk to the ordinance. In the end, it was decided not to add the Kiosk to the ordinance.

Mayor Saxton declared this the second reading of Ordinance 194-19.

#### **DISCUSSION AND POSSIBLE VOTE ON ADOPTION OF 2019 SUSSEX COUNTY TAX ASSESSMENTS FOR THE TOWN OF SOUTH BETHANY 2020 FISCAL YEAR (MAY 1, 2019, TO APRIL 30, 2020)**

Motion by Councilmember Boteler, seconded by Councilmember Oliver, that the Town of South Bethany elect to use the assessment and any supplementary assessment listing established annually by the Sussex County Board of Assessment for FY 2020 property taxation purposes. Motion unanimously carried.

Requested Sussex County assessments will be based on assessments as of March 1, 2019.

#### **FY2020 (May 1, 2019 to April 30, 2020) Draft Budget Review to include discussion and possible vote on any line item proposed for the FY 2020 Budget (Don Boteler)**

Councilmember Boteler reviewed the draft budget. Councilmember Boteler noted that these numbers have gone through two or three reviews by the Budget and Finance Committee and this is Council's first review.

In review of the magistrate fines and parking fines, the Finance Director said the Town is requesting an increase in town fines and parking ticket fines which have not been changed in at least 16 years.

Councilmember Callaway noted that the fitness grant is not listed anywhere. The Finance Director will go back and review.

Department of Public Safety: 1) Mayor Saxton said he encouraged the Town Manager to make sure the part-time certified officer monies get utilized this summer, 2) Council agreed to have the Town Manager inquire if the Seasonal Admin Asst position could be cut down a few weeks, and 3) Mayor Saxton clarified that there will be two Parking Enforcement positions (seasonal officers) at 40 hours a week each. The goal is to have a seasonal officer at the Cat Hill barricade seven days a week to hopefully resolve that issue. Mayor Saxton asked Councilmember Masiello to work with the Chief of Police on the scheduling of the seasonal officers at the Cat Hill barricade.

South Bethany Beach Patrol: Change the Equipment line item to 10,000.

Public Relations Committee: Councilmember Stevenson will check on the Healthy Initiatives line item.

Canal Water Quality Committee: 1) Councilmember Weisgerber stated the Rain Garden Grants (Cash Match) of \$10,000 is not going to happen in FY2020 year, and 2) After discussion, Council agreed to leave the Canal Maintenance /Monitoring line item at \$16,000.

Capital Improvement Plan Fund: Councilmember Boteler reviewed the FY 2020 Capital Improvement Plan Fund. Councilmember Boteler said the plan is changeable and the Budget and Finance Committee will continue to work on the plan. Mayor Saxton stated the plan is always going to be a work in progress. Mayor Saxton stated he is pleased with the plan and it is a huge improvement to the budgeting process. Mayor Saxton stated Council is going to have to vote on the FY 2020 Capital Improvement Plan Fund.

- Councilmember Boteler recommended prioritizing projects as follows: 1) Beach Access Ramps (5 year project), 2) Canal Dredging (FY 2022), and 3) Town Hall Renovations (2 year project).
- Mayor Saxton suggested finding a less expensive car to replace the Expedition. Council agreed. Mayor Saxton added that the Humvee is fixed and can be used to pull trailers, etc. Mayor Saxton noted that all of the police cars should be marked.
- Council gave approval for the Finance Director to place the order for 15 Mobi-Mats.

### **PUBLIC COMMENT**

There were no comments from the public.

### **ADJOURNMENT**

Motion by Councilmember Stevenson, seconded by Councilmember Boteler, to adjourn the February 28, 2019, Town Council Regular Meeting at 6:00 p.m. Motion unanimously carried.