

**TOWN OF SOUTH BETHANY
TOWN COUNCIL REGULAR MEETING MINUTES
MARCH 12, 2021
10:00 A.M.**

**This meeting was conducted electronically pursuant to Governor Carney's State of
Emergency declaration, effective March 13, 2020, as amended.**

Meeting Called to Order

Mayor Saxton called the March 12, 2021 Town Council Regular Meeting to order at 10:00 a.m.

Attendance

In attendance were Mayor Tim Saxton and Councilmembers Sue Callaway, Randy Bartholomew, Dick Oliver, Carol Stevenson; Town Manager Maureen Hartman; Finance Director Renee McDorman; and Administrative Specialist Janet Powell. Total virtual attendees – 16.

Excused Absence

Councilmembers Derek Abbott and Frank Weisgerber.

Executive Session

Motion by Councilwoman Callaway, seconded by Councilman Oliver, to go into Executive Session at 10:03 a.m. Motion carried 5-0.

Reconvene Town Meeting

Motion by Councilman Oliver, seconded by Councilwoman Callaway to reconvene the Town Council meeting at 11:14 am. Motion carried 5-0.

Adoption of Minutes

Motion by Councilwoman Callaway, seconded by Councilwoman Stevenson, to adopt the February 12, 2021 Council meeting minutes. Motion carried 5-0.

Motion by Councilman Oliver, seconded by Councilman Bartholomew, to adopt the February 12, 2021 Executive Session meeting minutes. Motion carried 5-0.

Motion by Councilman Oliver, seconded by Councilwoman Stevenson, to adopt the February 25, 2021 Council Workshop meeting minutes, as amended by Councilwoman Bartholomew. After discussion, motion by Councilwoman Callaway, seconded Councilman Oliver to adopt the amended February 25, 2021 Council Workshop meeting minutes. Motion carried 5-0.

Public Presentation of FY 2022 Draft Proposed Budget

A Power Point presentation of the Proposed FY 2022 Budget was presented to the public. Town Manager Hartman highlighted the FY 2021 Accomplishments.

Councilman Bartholomew reviewed the FY 2021/22 Budget Synopsis reflecting a balanced budget where revenue and expenses total \$2,139,863. Three major categories that drive 75% of the Operating Revenue are property tax, rental tax, and real estate transfer tax. Property tax, rental tax and building permits have a consistent upward trend, but the transfer tax has increased dramatically due to real estate sales during the COVID-19 pandemic. The Budget & Finance Committee reviewed the trend of the last 4 – 5 years to create a realistic transfer tax budget in the FY 2022 budget. The Operating Expenses stayed consistent to prior years with a 1.5% growth for overhead

operations, administrative staff, public works, beach patrol and the police staff. The Itemized Capital Projects lists the operating replacements that are fully funded through the ARM fund; an administrative vehicle, police Interceptor, beach patrol ATV, HVAC for the police dept., a public works vehicle, bulkhead repairs and an updated telephone system totaling \$210,000. The Unassigned Reserves list the security upgrades in town hall and six beach walkways totaling \$350,000. The MSA Fund lists the town-wide street maintenance program at \$125,000. The Reserves Chart display the projected reserve balances for FY 2022. The Mayor reminded councilmembers the proposed Budget will go through a final review and possible adjustment at the TC Workshop meeting on March 25, 2021.

Public Comment Period for FY 2022 Draft Budget

No public comment.

Second Reading of Ordinance 201-21 to Amend the Code of South Bethany, Chapter 30, Animals, to Add Requirements Applicable to Owners of Outdoor Cats

Councilwoman Stevenson noted minor grammatical clarification changes. Motion by Councilman Oliver, seconded by Councilman Stevenson to adopt Ordinance 201-21 to amend Chapter 30, Animals. Motion carried 4-0. Councilman Oliver dropped from the call.

Second Reading of Ordinance 202-21 to Amend the Code of South Bethany Chapter 94, Parking, to Add Provisions Regarding Bicycle Parking

Mayor Saxton introduced the First reading of Ordinance 202-21 at the Town Council February 12, 2021 meeting and there are no changes. Motion by Councilwoman Callaway, seconded by Councilman Oliver to adopt Ordinance 202-21 to amend Chapter 94, Parking. Motion carried 5-0.

Discussion and Possible Action to award Bid No. 21-01 Beach Concession Service for one-year.

Town Manager Hartman presented Bid No. 21-01 Beach Concession Service and announced the Town received one bid, opened on February 15, 2021, from Jay Vending in the amount of \$14,300.00 to serve Italian Ice, bottled drinks, pretzels, and other snacks via a custom 4-wheel drive golf cart/ATV. Motion by Councilman Oliver, seconded by Councilwoman Stevenson to award Bid No. 21-01 Beach Concession Service to Jay Vending. Motion carried 5-0.

Discussion and Possible Action to award Bid No. 21-02 Beach Walkways

Town Manager Hartman presented Bid No. 21-02 Beach Walkways and announced the Town received two bids opened on March 1, 2021. Aquatic Marine bid six walkways for \$195,000 or three walkways for \$98,000 and three walkways for \$102,000. JJID, Inc bid six walkways for \$512,000 or three walkways for \$256,000 and three walkways for \$256,000. Mayor Saxton recommended awarding Aquatic Marine in the amount of \$195,000 for six walkways. Motion by Councilman Bartholomew seconded by Councilwoman Oliver to award the proposal presented by Aquatic Marine in the amount of \$195,000 for the construction of six walkways. Motion carried 5-0.

Discussion and Possible Action to revise the Schedule of Fees

Finance Director McDorman opened the discussion stating the Budget and Finance Committee reviewed the Schedule of Fees for accuracy and fairness. The goal is to ensure South Bethany Town fees are comparable with State, County, and neighboring municipal towns. The Finance Director noted that the building permit fee associated with interior or exterior renovation will not be effective until 12/1/21 to allow recovery time for contractors and homeowners experiencing building delays due to COVID. All other recommendations will become effective 5/1/21. Motion by

Councilman Bartholomew, seconded by Councilman Oliver to approve the Schedule of Fees. Motion carried 5-0.

Discussion and Possible Action on FEMA Ad Hoc Committee

Mayor Saxton stated FEMA rescinded the maps on both sides of town and no further action has been taken, therefore, Mayor Saxton tabled the discussion.

Leadership Reports – Reports Posted Online

The Mayor added to his report that in-person meetings will begin with the March 25, 2021 Town Council Workshop for council members only. The public will not be allowed in-person but will be able to participate virtually. The Mayor and Town Manager are working on safety precautions to allow the committee meetings and BOA hearings to meet in-person starting in April.

Town Manager added to her report an update from Mediacom: a one-year Extension Agreement effective January 1, 2021 including three new items; 1) town-wide outage reports, 2) quarterly performance reports, and 3) area drive-out reports conducted semi-annually. There have been no reports of town-wide outages, a quarterly report will be submitted after the quarter ends on March 21st, and Mediacom has equipped technicians to do the drive outs as they work trouble calls and installation throughout the area. If an issue is seen, it is reported and scheduled for resolution. On January 6, 2021, Mediacom advised the Town that community Wi-Fi hotspots are now active. This information was provided to residents via an email news update on 1/7/21. Locations are as follows: along the beach between N Division Street and S 6th Street, down south Ocean Drive and near Town Hall. The Town Manager received the original Executed Agreement from Comcast on March 8, 2021 and received an email from Chris Comer stating he will provide an update once he speaks to the construction manager.

The Treasurer had no addition to the report.

Committee and Commission Reports – Reports Posted Online

The Budget and Finance Committee, Canal Water Quality and Charter and Code Committee – had no additions.

Communications and Public Relations – no report submitted. Councilwoman Stevenson stated she is hopeful to have summer activities with COVID-19 guidelines.

Community Enhancement Committees – no additions. Councilwoman Callaway thanked Councilman Bartholomew for an excellent job working on the budget and thanked Carolyn and Steve Bell, 307 W 7th Street, for joining together to transform the landscape on canal end between W 7th Street and W 8th Street.

Planning Commission – no report submitted. Councilman Oliver announced the Planning Commission Committee is working on the Comprehensive Plan five-year update as well as a draft survey regarding land use issues. The Mayor will review the draft survey and add it to the March 25, 2021 workshop meeting agenda.

Public Comment

No public comment.

Announcement

The Mayor announced the Solicitation of Candidacy starts on Monday, March 15, 2021 and ends on April 14, 2021. A Notice of Solicitation of Candidacy will be in an email news update, on Town

bulletin boards and the Town website on March 15, 2021. A Notice of Solicitation of Candidacy ad is published in two local newspapers today.

Adjournment

Motion by Councilman Oliver, seconded by Councilman Bartholomew, to adjourn the March 12, 2021, Town Council Regular Meeting at 12:05 a.m. Motion carried 5-0.