

**TOWN OF SOUTH BETHANY  
TOWN COUNCIL REGULAR MEETING MINUTES  
MAY 13, 2022  
10:00 A.M.**

**Meeting Called to Order and Pledge of Allegiance**

Mayor Saxton called the May 13, 2022, Town Council Regular Meeting to order at 10:00 a.m. followed by the Pledge of Allegiance to the Flag.

**Attendance and Absences**

In attendance were Mayor Tim Saxton and Councilmembers Randall Bartholomew, Edie Dondero, Dick Oliver; and Town Manager Maureen Hartman, Administrative Specialist Janet Powell; and Chief Jason Lovins. Councilmembers Sue Callaway and Derek Abbott attended remotely, and Councilman Tim Shaw had an excused absence. Public attendees: 13, remote attendees: 9

**Public Comment**

Ed Nazarian, 20 Peterson Drive, asked if the Town would be having a municipal yard sale. Mayor Saxton stated the Town does not schedule a municipal yard sale.

Bonnie Rae, 131 Anchorage Drive, questioned if additional mobi-mats on the beach will be discussed today. Mayor Saxton said it will be discussed later in the meeting and noted the nor'easter storm caused substantial damage to the beach and walkways, DNREC maintains and improve Delaware's shoreline and waterways, and DNREC is scheduled to clear the debris and regrade the beach on Monday, May 16, 2022.

Diann Nazarian, 20 Peterson Drive, asked the Town to define what is Comcast rolling basis. Mayor Saxton explained Comcast will offer services as the cable is installed versus waiting until the project in town is complete, and Comcast will be in contacting property owners.

**Adoption of Minutes**

Motion by Councilman Oliver, second by Councilwoman Bartholomew to adopt the April 8, 2022 Town Council Regular Meeting minutes. Motion carried 5-0 with Councilman Abbott abstaining.

Motion by Councilman Oliver, second by Councilman Bartholomew to adopt the April 28, 2022 Town Council Workshop Meeting minutes. Motion carried 6-0.

**Stormwater Resiliency Study Presentation by Brent Jett, PE, George Miles & Buhr, LLC**

Brent Jett presented a Stormwater Resiliency Study, noting some sections of Town code or areas throughout Town that could be changed such as, bulkhead heights can be raised, impervious and pervious definitions, lot allowances, low elevations along the western side of Route 1, majority of the lands are subdivided leaving limited room for public infrastructure, parking along roadway stresses the ROW, high water table, and projected sea level rise. Mr. Jett suggested creating a report with pros and cons of potential recommendations such as free board, reduce impervious allowance, limitations on lot coverage, reinforced turf/pervious asphalt with the ROW, the ability to change code bulkhead heights, enforce flood ordinance of elevated HVAC, additional canal basins with routine maintenance, elevate certain roads, provide planted berm to protect against back bay pressure and flooding, create a resiliency fund to utilize for project implementation or as a grant match, and update our resiliency chapter in the Comp Plan. Mayor Saxton suggested Council consider the suggestions for a discussion at a future workshop meeting.

**Discussion and possible action awarding Bid No. 22-07, Town Hall Renovation**

Morgan Helfrich, architect with GMB, stated that GMB reviewed the bid results and recommends awarding Harkins Contracting, and suggests the Town include a 10-15% contingency for unforeseen issues that may arise during construction. Motioned by Councilwoman Dondero, seconded by Councilman Oliver to award Bid No. 22-07 Town Hall Renovation to Harkins Contracting, Inc. in the amount of \$419,802.00. Motion carried 6-0. Motion by Councilman Bartholomew, seconded by Councilman Abbott to add a contingency of the approved amount up to \$450,000.00 about a 7.5% rate, for unforeseen items that may arise during construction. Motion carried 6-0.

**Discussion and possible action to commit \$117,966.00 of the Sussex County Rental Transfer Tax grant for the Town Hall renovations project by May 31, 2022**

Motion by Councilman Bartholomew, second by Councilman Abbott to commit the \$117,966.00 of the Sussex County Rental Transfer Tax grant, with a Town match of \$17,966.00, to the Town Hall renovations. Motion carried 6-0.

**First Reading for Ordinance 206-22 setting a stipend for Town Council**

Councilwoman Dondero provided edits suggesting the mayor receive \$1500.00 per fiscal year, and council receive \$1100.00 per fiscal year, with payments in two installments versus quarterly. Council agreed to the edits and Mayor Saxton asked Town Manager Hartman to update the edits and declared the First Reading of Ordinance 206-22.

**Discussion and possible action regarding revisions to the Town's Investment Policy**

Councilman Bartholomew stated the Budget and Finance Committee reviewed and made revisions in the policy in Sections 2 through Section 12. Motioned by Councilwoman Dondero, seconded by Councilman Oliver, to approve the revisions to the Town's Investment Policy. Motion carried 6-0.

**Discussion and possible action on submitting the Comprehensive Plan 5-Year Update to the State**

Councilwoman Dondero presented the final draft and thanked the Planning Commission for their work on the Comp Plan amendment. Motion by Councilwoman Dondero, seconded by Councilman Oliver, to submit the Comprehensive Plan 5-Year Update to the State. Motion carried 6-0.

**Discussion of additional mobi-mats at various locations on the beach**

Mayor Saxton noted due to the May 6, 2022 nor'easter storm damages to the beach and beach repairs are in process, this discussion will be tabled.

**Discussion and possible action on canal maintenance agreement**

Councilman Abbott stated the Canal Water Quality Committee are still reviewing various companies and proposed the CWQC have a decision at the Town Council Workshop meeting. Mayor Saxton moved the discussion and possible action to the Town Council workshop meeting on May 26, 2022.

**Leadership Reports**

Mayor's Report – report submitted. Mayor Saxton thanked Councilwoman Callaway for her dedication and service during her 12 years on council.

Town Manager Report – report submitted. Town Manager Hartman welcomed our new Public Works employee, Greg DeMarco.

Police Chief Report – report submitted.

Treasurer Report – report submitted.

**Committee and Commission Reports**

Budget and Finance Committee – report submitted.

Canal Water Quality Committee – no report.

Charter and Code Committee – report submitted.

Communications and Public Relations Committee – report submitted.

Community Enhancement Committee – report submitted. Councilwoman Callaway thanked the CEC members and council for their support for all the CEC initiatives.

Planning Commission – no report.

Bicycle & Pedestrian Safety Ad Hoc Committee – no report.

**Adjournment**

Motion by Councilman Oliver, second by Councilman Bartholomew to adjourn the May 13, 2022 Town Council Regular Meeting at 11:44 a.m. Motion carried 6-0.

Respectfully submitted,

---

Council Secretary

---

Administrative Specialist

---

Date of Approval