

**TOWN OF SOUTH BETHANY
TOWN COUNCIL WORKSHOP MEETING MINUTES
JULY 28, 2011**

ATTENDANCE

PRESENT: Mayor Jay Headman; Councilpersons John Fields, Pat Voveris, Al Rae, Sue Callaway, George Junkin, and Jim Gross; and Town Manager Melvin Cusick

MEETING CALLED TO ORDER

Mayor Headman called the July 28, 2011, Town Council Workshop Meeting to order at 5:00 p.m.

PUBLIC COMMENT PERIOD

There were no comments from the public.

ADOPTION OF MINUTES

- **Town Council Regular Meeting Minutes, July 8, 2011** – A motion was made by Councilman Junkin, seconded by Councilman Rae, to accept the July 8, 2011, Town Council Regular Meeting Minutes as amended by Councilwoman Voveris as follows:

Page 6, Third Paragraph: Change "The ATV was used to respond to these emergencies and to escort the *victim's* off the beach" to read "The ATV was used to respond to these emergencies and to escort the *victims* off the beach."

The motion was adopted.

Councilman Rae noted that there are no Mobi-Mats at Sandpiper Village. He stated that the Town does need a solution there and that three people have complained to him in the last week about how difficult it is to walk on the ramps at Sandpiper Village. Mayor Headman stated that he believes that Mobil-Mats will be a discussion when Council looks at the budget issues. Also the Town does not know how beach replenishment will impact the beach.

BUDGET AND FINANCE COMMITTEE REPORT

Councilwoman Voveris reviewed the following three reports (attached) which were presented to the Budget and Finance Committee at the June 25, 2011, Budget and Finance Committee Meeting:

- South Bethany Budget and Finance Committee 2010 Budget vs. Actual
- South Bethany Budget and Finance Committee 2011 Budget vs. Actual (Councilwoman Voveris noted that this page is not audited numbers and the figures will change.)
- South Bethany Budget and Finance Committee 2008 to 2011 Electric Usage.

APRIL 2011 COMPREHENSIVE PLAN COMMUNITY SURVEY RESULTS REPORT – JULY 2011

Mayor Headman thanked the Council and specifically Councilman Junkin for the countless hours that he put into the results report in order to present it in a readable and understandable format. He also thanked Councilwoman Callaway for organizing the comments and Councilwoman Voveris for editing the document. Mayor Headman thanked the Planning Commission for starting the draft of the survey for Council.

After a discussion, Council agreed to post the comments on the website. In the comments standard sub heading there will be actual final results (score) and an introductory paragraph that indicates what the comments represent.

A motion was made by Councilman Gross, seconded by Councilwoman Voveris, that Council approve the April 2011 Comprehensive Plan Community Survey Results Report – July 2011 that is now finalized with the recommendations/suggested typographical errors. The motion was adopted.

- **Next Steps for Improvement**

Council agreed to the assignments in the table below regarding current services. The person(s) assigned will come back to Council with a written report that lists improvements that they are recommending. The report will be due on September 22 for discussion at the September 22 Workshop Meeting. Councilman Gross suggested that there should be consistency between the reviews of each of the items.

BEACH SERVICES	PERSON ASSIGNED
A. Beach patrol (Lifeguards)	Town Manager/Beach Patrol Captain
B. Beach vendor	Town Manager
C. Beach cleaning	Town Manager/Maintenance Supervisor
COMMUNICATION SERVICES	
D. Communications – <i>The Zephyr</i> newsletter	Mayor/Administrative Assistant
E. Communications – town web site (http://www.southbethany.org)	Mayor/Administrative Assistant
F. Communications – email news updates	Mayor/Administrative Assistant
POLICE DEPARTMENT	
G. Police Department staff	Police Chief
H. Speed control on side streets	Police Chief
I. Speed control on Route 1	Police Chief
J. Parking Regulations	Police Chief
TOWN SERVICES	
K. Canal maintenance	Chairman Water Quality Committee/ Town Manager/Maintenance Supervisor
L. Landscaping maintenance throughout the town	Chairman Beautification Committee/ Town Manager/Maintenance Supervisor
M. Mediacom TV	Mediacom Consortium Members
N. Snow removal	Town Manager/Maintenance Supervisor
O. Storm water management	Town Manager/Maintenance Supervisor/ Chairman Water Quality Committee
P. Street maintenance	Town Manager/Maintenance Supervisor
Q. Town code enforcement	Code Enforcement Constable/Town Manager
R. Town office staff	Town Manager
S. Town Council	Mayor
WASTE SERVICES	
T. Curbside recycling	Town Manager
U. Trash removal	Town Manager

- **Formation of Committee on Traffic Restriction at Black Gum Drive**

See attached memo dated July 25, 2011, regarding the Committee to Review Traffic Restriction at Black Gum Drive and Kent Avenue. After a discussion a motion was made by Councilman Fields, seconded by Councilwoman Voveris, to approve the ad hoc committee (Pat Voveris, Chair, Melvin Cusick, Chief Deloach, Dick Oliver, and Al Rae) to review the current traffic restriction at Black Gum Drive and Kent Avenue. The motion was unanimously carried.

Regarding the Future Town Needs section of the survey, Mayor Headman stated that Council will look at that during the budget process.

ORDINANCES

- **Discussion of Ordinance 156-11, Chapter 84, Licenses and Permits, to increase penalties, limit use of voluntary penalty, and add denial and/or revocation of rental license for violations of Chapter 100, "Peace and Good Order".**

Council made numbering, typographical, and referencing changes to Ordinance 156-11.

Council agreed to change § 84-14D to: *Use of voluntary assessment may be exercised only once by a property owner.*

Council agreed to title § 84-14 Penalties for offenses. Council agreed to title § 84-15 Denial or revocation of renter's license.

- **Discussion of Ordinance 157-11, to amend Chapter 118, Taxation, to change rental tax due date, increase penalties, and add voluntary assessment penalty option and limitations.**

§ 118-16C change owing to owed.

Council made referencing changes to Ordinance 157-11.

YARD WASTE UPDATE AND UNIVERSAL RECYCLING BILL

Council had a copy of the Yard Waste Cumulative Totals 2011-2012 worksheet which was prepared by the Town Manager. The Town Manager noted that the tonnage was down for the month of July but the collection took 16 labor hours. The labor hours are the biggest cost. Councilman Gross asked what was budgeted for yard waste. The Town Manager stated that each property owner was billed \$6.53 for yard waste for the year. The total was under \$10,000. The Town is already over budget for yard waste collection. The Town Manager will keep presenting the yard waste totals to Council every month and hopefully by the end of the year Council will have enough data to make a decision about the collection. Mayor Headman stated that the Town is monitoring the trash, recycling, and yard waste collection totals and the Council will use this data when discussing the collection schedules for next year.

The new state law mandates that recycling carts be provided to all single-family homes by September 15. Allied Waste plans to start delivering the recycling carts to South Bethany property owners who do not currently have a recycling cart the week of August 29. The Town Manager will send out a letter in advance to those property owners explaining the process. The trash company has reviewed the letter. Included in the Town mailing will be a cover letter, the Town's recycling ordinance, two pages from the State's website explaining the bill, and the Town's collection calendar. There are about 335 South Bethany property owners who do not have recycling carts.

EMAIL PROTOCOL – RESPONSE TO EMAILS

Regarding emails that are sent to the Mayor and Town Council as a group, Mayor Headman will respond to the email and copy all of the Councilmembers on the email. If Mayor Headman needs to refer the person sending the email to another Councilmember, Mayor Headman will contact the Councilmember in advance.

ANCHORAGE CANAL DRAINAGE PROJECT UPDATE/TREE GRANT

Councilwoman Callaway distributed the Anchorage Canal Drainage Area Stormwater Retrofit Project: Highway Median Bioretention Areas Timeline & Milestones handout (attached) and stated that it is going well with coordinating the work on the bioretention areas and the tree grant.

Councilman Junkin reviewed the Anchorage Canal Watershed Stormwater Drainage – Retrofits Phase II – Rt. 1 Median handout (attached).

Councilwoman Callaway reviewed the Town of South Bethany List of Matching Funds for the DOA, Delaware Forest Service, Division of Urban and Community Forestry Tree Grant Prepared July, 2011 handout (attached). Councilwoman Callaway stated that it is a good solid match.

Councilwoman Callaway reviewed the Route 1 Median – Phase II of Proposed South Bethany Tree Plan (Revised July 25, 2011) Prepared by Beautification Committee handout (attached). She stated that the grant funds from the CIB and the DOA are going to allow the Committee to progress on the water quality plan and the tree planting.

Councilwoman Callaway stated that the CIB and the DOA are looking at South Bethany as a model for what they want to accomplish in the state of Delaware for tree coverage and water quality.

PUBLIC COMMENT PERIOD

There were no comments from the public.

ADJOURNMENT

A motion was made by Councilman Fields to adjourn the July 28, 2011, Town Council Workshop Meeting at 6:55 p.m.

phs:Workshop Minutes.7.28.11

Attachments: South Bethany Budget and Finance Committee 2010 Budget vs. Actual
 South Bethany Budget and Finance Committee 2011 Budget vs. Actual
 South Bethany Budget and Finance Committee 2008 to 2011 Electric Usage.
 Memo dated July 25, 2011, regarding the Committee to Review Traffic Restriction at Black Gum Drive and Kent Avenue
 Yard Waste Cumulative Totals 2011-2012 worksheet
 Anchorage Canal Drainage Area Stormwater Retrofit Project: Highway Median Bioretention Areas Timeline & Milestones handout
 Anchorage Canal Watershed Stormwater Drainage – Retrofits Phase II – Rt. 1 Median handout
 Town of South Bethany List of Matching Funds for the DOA, Delaware Forest Service, Division of Urban and Community Forestry Tree Grant Prepared July, 2011 handout
 Route 1 Median – Phase II of Proposed South Bethany Tree Plan (Revised July 25, 2011) Prepared by Beautification Committee