

**TOWN OF SOUTH BETHANY
TOWN COUNCIL WORKSHOP MEETING MINUTES
OCTOBER 24, 2013**

MEETING CALLED TO ORDER

Mayor Jankowski called the October 24, 2013, Town Council Workshop Meeting to order at 5:00 p.m.

ATTENDANCE

PRESENT: Mayor Kathy Jankowski; Councilpersons Al Rae, Tony Caputo, Sue Callaway, George Junkin, and Pat Voveris; Town Manager Melvin Cusick; and Finance Director Renee McDorman

EXCUSED ABSENCE: Councilman Jim Gross

PUBLIC COMMENT PERIOD

There were no comments from the public.

ADOPTION OF MINUTES – SEPTEMBER 26, 2013, TOWN COUNCIL WORKSHOP MEETING MINUTES

A motion was made by Councilman Junkin, seconded by Councilwoman Callaway to accept the September 26, 2013, Town Council Workshop Meeting Minutes. The motion carried with a 4-0 vote. Councilman Rae and Councilwoman Voveris abstained.

DISCUSSION AND POSSIBLE VOTE ON REVISIONS TO THE TOWN'S PERSONNEL POLICY MANUAL

Council discussed the Town Manager's proposed revisions to the Town's Personnel Policy Manual and suggested revisions in addition to the Town Manager's proposed revisions.

Council proposed the following changes to pages 1-20:

Change "Personnel Policy Manual" to "Personnel Policy Manual and Employee Handbook" throughout the manual.

Page 3, 3.7: Change "Group Medical Insurance" to "Group Health Insurance". Also, make this change wherever "Group Medical Insurance" appears throughout the manual.

Page 5, First Paragraph, Second Sentence: Change "incidences" to "instances".

Page 5, 2) Definitions, i): Change "Full-time employee" to "Full-time municipal general and full-time municipal police department employee".

Page 7, A. 1): Change "Manual of Personnel Practices and Procedures" to "Personnel Policy Manual and Employee Handbook".

Page 7, A. 2) First sentence: After "Each employee shall be provided with a copy of this manual" insert "and any changes".

Page 7, A. 3) First sentence: Delete "is absolutely necessary" and insert in its place "are required". Change "insure" to "ensure".

Page 7, A. 3) i): Delete "travel request and expense reports". Insert "salary history/salary approvals".

Page 8, First paragraph, Second sentence: Delete "Manager".

Page 9, First paragraph, Second sentence: Change "assure" to "ensure".

Page 9, B. 3) c): After "State Income Tax" insert "Withholding".

Page 9, the sentence after 3) f): Insert "W-2" before "statement".

Page 10, First paragraph, First sentence: After "A commodities and services differential" insert "Cost of Living Adjustment (COLA)". Before "designed" insert "is". Also add definition for COLA in the Definitions section on page 2.

Page 11, Second paragraph, First sentence: Change "Payroll Clerk" to "Finance Director".

Page 12, Employee Review: Council thought a witness should sign off if an employee refuses to sign an evaluation. The Town Manager will check on this.

Page 13, First paragraph, First sentence: Change "assure" to "ensure".

Page 13, 4)e): Council discussed the procedure for hiring lifeguards. The Town Manager will check on this.

Page 14, 7): Change "Training Period" to "Probationary Period" throughout the paragraph.

Page 17, Blood Bank: There was discussion on what is considered a dependent. The Town Manager and Finance Director will check on this.

Page 18, Paragraph 2, Second sentence: Add definition for "non-certified" in the Definitions section on page 2.

Page 19, (a): Change "10 years" to "5 years".

Council reviewed through page 20. Council will continue the discussion on the revisions of the Town's Personnel Policy Manual at the November 21, 2013, Town Council Workshop Meeting.

DISCUSSION AND POSSIBLE VOTE REGARDING THE TOWN OF SOUTH BETHANY'S RETIREMENT SEPARATION BONUS PLAN

The Town Manager proposed the following changes to **Section 6-3.B3, Retirement**, of the Town's Personnel Policy Manual (additions are **highlighted** and deletions are **marked through**):

3) Retirement *Separation Bonus*

Full-time employees **hired prior to October 24, 2013**, who have had continuous service with the Town and who retires in good standing shall receive:

- a. after fifteen (15) continuous years of service-----one (1) month's pay
- b. after twenty (20) continuous years of service-----two (2) month's pay
- c. after twenty-five (25) continuous years of service-----three (3) month's pay
- d. after thirty (30) continuous years of service-----four (4) month's pay

For purposes of this section, an employee shall be deemed retired who, at the time of his/her separation from the Town, (A) has attained the age of 60 and has at least 15 years of continuous service with the Town, or (B) has 30 years of continuous service with the Town. To retire in good standing, an employee must have given

sufficient notice of a minimum of two (2) weeks prior to retirement and returned all town property issued to them during their employment with the Town.

The Town Manager noted that this proposed change would end the Separation Bonus for employees hired after October 24, 2013. The Town Manager also noted the proposed change would give a definition for retirement from the Town. He added that this wording was modified and approved by the Town Attorney on August 20, 2013.

A motion was made by Councilman Junkin, seconded by Councilman Rae, to accept the Town Manager's proposed changes to **Section 6-3.B3, Retirement**, of the Town's Personnel Policy Manual. The motion was unanimously carried.

A discussion was held concerning the amount of liability that needed to be accrued for Separation Bonus. In regard to this, Council reviewed the following table which Councilman Caputo prepared:

Analysis of liability associated with Town's Separation Bonus as of May 1, 2013

<u>Employee</u>	<u>Yr's accrued Partial</u>	<u>Base Salary</u>	<u>Monthly Salary</u>	<u>Accrual Amounts</u>	<u>15 Year</u>	<u>20 Year</u>	<u>25 Year</u>	<u>30 Year</u>	
					<u>Threshold 1 Month</u>	<u>Threshold 2 Months</u>	<u>Threshold 3 Months</u>	<u>Threshold 4 Months</u>	
1	4.25	41,472	3,456	2,938			10,368		
2	1.63	49,890	4,158	452					
3	8.23	41,351	3,446	1,891					
4	0.64	66,383	5,532	236			16,596		
5	9.32	86,168	7,181	4,462					
6	2.22	58,440	4,870	2,162		9,740			
7	0.00	78,493	6,541	0				26,164	
8	0.43	41,301	3,442	99					
9	10.64	48,976	4,081	2,895					
10	2.49	73,649	6,137	3,056		12,275			
11	8.04	43,340	3,612	1,936					
12	4.71	30,613	2,551	801					
13	3.80	44,338	3,695	936					
Totals				21,863	0	22,015	26,964	26,164	97,006
				Employer's FICA (6.2%) & Medicare (1.45%) Liability				1,0765	
				Total high estimated liability as of 5/1/2013				\$104,426.85	

Note: The Retirement Separation Bonus liability above is an estimate, since employees pay will likely increase with time, employees will terminate before they reach the age of 60 and/or 15 years of continuous service, and more. Employees qualify starting after 15 years of service and reach the age of 60. The \$104,427 is likely a high estimate of our liability.

A motion was made by Councilman Junkin, seconded by Councilwoman Voveris, to accrue the liability for the Separation Bonus. Council had a discussion. Councilman Junkin withdrew his motion.

A motion was made by Councilman Rae, seconded by Councilman Junkin, to accept 50% of \$104,426.85 in FY 2014 Budget and the liability will be adjusted annually at year end. The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE ON FY2014 BUDGET AMENDMENTS

- "ARM Funding Transfer from Long Term Reserves" and "MSA Transfer to MSA Reserve" – \$19,700 Net Decrease in Revenue Budget
- "East Side Retro-fit Grant" – \$10,000 Revenue Budget and \$10,000 Expense Budget

A motion was made by Councilman Caputo, seconded by Councilman Junkin, to accept the following proposed FY2014 Budget Amendments: 1) ARM Funding Transfer from Long Term Reserves, 2) MSA Transfer to MSA Reserve – \$19,700 Net Decrease in Revenue Budget, and 3) East Side Retro-fit Grant – \$10,000 Revenue Budget and \$10,000 Expense Budget. The motion was unanimously carried.

CONSIDERATION AND POSSIBLE VOTE ON THE APPOINTMENT OF COUNCIL MEMBER AL RAE TO THE BUDGET AND FINANCE COMMITTEE

A motion was made by Councilwoman Voveris, seconded by Councilman Caputo, to approve the appointment of Councilman Al Rae to the Budget and Finance Committee. The motion was unanimously carried.

DEMONSTRATION OF EDMUNDS

Councilman Caputo, assisted by the Finance Director, gave a demonstration of the Town's software finance system, Edmunds.

Council discussed the types of financial reports they would like to receive on a regular basis.

OBJECTIVES OF 2014 REAL ESTATE AGENT/BROKER MEET AND GREET NETWORKING EVENT

Council agreed to have the 2014 Real Estate Agent/Broker Meet and Greet Networking Event.

Council discussed the objectives of the 2014 Real Estate Agent/Broker Meet and Greet Networking Event.

DISCUSSION OF PLANNING COMMISSION STRATEGIC PLANNING PROJECT

Administrative Assistant's note: Planning Commission Chairman Dick Oliver was present at this meeting and participated in the discussion of this agenda item.

Council discussed the Goals and Strategies in the following table which Mayor Jankowski prepared (Council's additions are **highlighted** and deletions are **marked through**):

Goals	STRATEGIES
Provide for a Well Maintained Town	
	1.1 Maintain beaches and waterways to support current and planned use.
	1.2 Further develop canal strategy to improve water quality in support of safe use and marine life.
	1.3 Beautify and maintain common areas and Town owned/managed assets & buildings to present clean, attractive, useful assets to the Town, its residents and visitors.
	1.4 Update building codes.
	1.5 Enforce building codes
	1.6 Enforce property maintenance regulations.
	1.7 Pursue grants and external funding to supplement tax payer funding.
	1.8 Assure committee and staff objectives support SB short-term and long-term goals
Maintain the Single Family Character of Town	
	2.1 Retain single family property zoning with exception of existing designated commercial and multi-family uses.
	2.2 Improve Town PR (new Committee emphasis) to enhance knowledge of SB zoning/homogeneity.
	2.3 Enforce occupancy codes and building modifications.
	2.4 Promote family oriented messaging in internal and external communications.
	2.5 Promote property value retention/growth.
	2.2 Update Comprehensive Plan to reflect SB Vision.
Provide a Safe Public Environment	
	3.1 Assure resident safety by continued 24X7 police protection.
	3.2 Annually assess Town managed resources/assets for safety.
	3.3 Support resident and property safety thru updated building and fire codes and cost-effective patrols.
	3.4 Support vehicle operation safety by public information distribution and police enforced regulations.
	3.5 Maintain high level of expertise in beach patrol membership
	3.6 Provide safe and accessible walkways and beach access.

Goals	STRATEGIES
Promote Healthy Lifestyles	
	4.1 Evaluate smoke free beach policy.
	4.2 Win Governor’s Council on Health Promotion and Disease Prevention Award by 2015.
	4.3 Evaluate resident/visitor/group activities that promote health: (eg., group beach walks, lectures, community activities , etc.)
Continuously Improve Town Management Processes and Governance	
	5.1 Develop and implement governance documents that provide defined guidelines for key Town functions.
	5.2 Establish common processes for major Town Boards/Commissions.
	5.3 Implement SMART goal setting standard in each major committee/workshop/commission/town management
	5.4 Continue use of competitive contracting practices for major procurements/acquisitions
	5.5 Assure all stakeholders are informed of the Town financial status and plans thru expanded and required communications.
	5.6 Review town code and ordinances for removal of outdated code and ordinances and introduction of pertinent code and ordinances
Maintain Fiscal Soundness	
	6.1 Develop both annual and projected 3 year budgets, annually.
	6.2 Implement multi-year budgeting by 2015.
	6.3 Develop rationale & processes to estimate out year revenues, expenses and reserves
	6.4 Maintain cash based government, with no debt.
	6.5 Benchmark cost of Town services relative to peer towns.
	6.6 Expand partnerships with other municipalities for cost – effective key services, if practicable.
	6.7 Adopt a balanced pro-forma emergency response financial approach using all resources and options available.
	6.8 Receive successful annual audit report with no material defects (clean opinion) .
Continuously Improve Our Town Services	
	7.1 Develop Long Range Town service strategy with SMART Goals as input to CP and reserve planning.
	7.2 Develop a list of anticipated new or changes to Town services in 2023.
	7.3 Develop ROM cost estimates for suggested changes.
	7.5 Expand volunteer base from community to support social services.
	7.3.1 Summer interns for expanded summer services.
	7.6 Evaluate part –time service support positions (eg., IT support)

Council reviewed the following worksheet which Mayor Jankowski prepared, and Council discussed the "Lead" assignments.

Goal 1 – Provide for a Well Maintained Town (Lead – Town Manager)

STRATEGIES	2014 OBJECTIVES	OBJECTIVE MEASUREMENT	2014 MEASUREMENT GOAL	Lead	Support	When	BUDGET REQUIREMENT	CHALLENGES/ ISSUES
1.1 Maintain beaches and waterways to support current and planned use.				Town Manager				
	1.1.1 Participate in all applicable Federal/State planning processes.	Enumerate the meetings attended	South Bethany is included in any beach replenishment projects	Town Manager	DNREC, Army Core of Engineers	Fall 2014	None	
	1.1.2 Schedule with DNREC to fix all beach walkways prior to Memorial Day weekend.	Town Manager has scheduled with DNREC	Walkway schedule is complete	Town Manager	DNREC, Maintenance Supervisor	2/15/2014		
	1.1.3 DNREC fixes all beach walkways by Memorial Day	DNREC fixes all beach walkways by May 15, 2014	Beach walkways are fixed	Town Manager	DNREC	5/15/2014	Might have to contract to fix our side of the dunes	
1.2 Further develop canal strategy to improve water quality in support of safe use and marine life.				Chairperson of Water Quality Committee				
	1.2.1 Implement quantitative goals based on regional standards.			Chairperson of Water Quality Committee				
	1.2.1.1 Contain storm water runoff and agricultural pollutants.	Reserve harvester for possible algae removal	Low level of algae in canals	Town Manager				
	1.2.1.2 Maintain natural vegetation and canopies.			Town Manager				

Goal 1 – Provide for a Well Maintained Town (cont.)

STRATEGIES	2014 OBJECTIVES	OBJECTIVE MEASUREMENT	2014 MEASUREMENT GOAL	Lead	Support	When	BUDGET REQUIREMENT	CHALLENGES/ISSUES
1.3 Beautify and maintain common areas and Town owned/managed assets & buildings to present clean, attractive, useful assets to the Town.								
	1.3.1 Further develop the community enhancement plan.			Chairperson of Community Enhancement Committee				
1.4 Update building codes.				Charter & Code Committee				
	1.4.1 Adopt new codes to protect property and life that address sea level rise and storm flooding.			Chairperson of Storm Surge Committee				
1.5 Enforce building codes				Code Constable				
1.6 Enforce property maintenance regulations.				Code Constable				
1.7 Pursue grants and external funding to supplement tax payer funding.				Town Manager				
1.8 Assure committee and staff objectives support SB short-term and long-term goals				Mayor				

Goal 2 – Maintain the Single Family Character of Town (Lead – Planning Commission)

STRATEGIES	2014 OBJECTIVES	OBJECTIVE MEASUREMENT	2014 MEASUREMENT GOAL	Lead	Support	When	BUDGET REQUIREMENT	CHALLENGES/ ISSUES
2.1 Retain single family property zoning with exception of existing designated commercial and multi-family uses.				Planning Commission				
2.2 Improve Town PR (new Committee emphasis) to enhance knowledge of SB zoning/homogeneity.				Chairperson of Communications & Public Relations Committee				
2.3 Enforce occupancy codes and building modifications.				Board of Adjustments				
2.4 Promote family oriented messaging in internal and external communications.				Chairperson of Communications & Public Relations Committee				
2.5 Promote property value retention/growth.				Chairperson of Community Enhancement Committee				
	2.5.1 Address LLCs, partnership, multi-family ownership growth.			???				
2.2 Update Comprehensive Plan to reflect SB Vision.				Planning Commission				

Goal 3 – Provide a Safe Public Environment (Lead – Police Chief)

STRATEGIES	2014 OBJECTIVES	OBJECTIVE MEASUREMENT	2014 MEASUREMENT GOAL	Lead	Support	When	BUDGET REQUIREMENT	CHALLENGES/ISSUES
3.1 Assure resident safety by continued 24X7 police protection.	3.1.2 Continued improvement of the "June Bug" program			Police Chief				
3.2 Annually assess Town managed resources/assets for safety.								
	3.2.1 Obtain Personnel and System Certifications on timely periodicity.							
	3.2.2 Perform preventive maintenance on schedule.							
	3.2.3 Review beach safety rules annually.							
	3.2.4 Obtain lifeguard training and certifications to support safe use of beach.			Town Manager				
	3.2.5 Provide training and information on watercraft safety.							
3.3 Support resident and property safety thru updated building and fire codes and cost-effective patrols.								
	3.3.1 Enhance integration of SBPOA Neighborhood Watch with Town police efforts.							

Goal 3 – Provide a Safe Public Environment (cont.)

STRATEGIES	2014 OBJECTIVES	OBJECTIVE MEASUREMENT	2014 MEASUREMENT GOAL	Lead	Support	When	BUDGET REQUIREMENT	CHALLENGES/ISSUES
	3.3.2 Enforce Town Codes using knowledgeable, fair and consistent Town government.							
3.4 Support vehicle operation safety by public information distribution and police enforced regulations.	3.4.1 Walk safely brochure distribution							
	3.4.2 Bicycle safety checkpoints							
3.5 Maintain high level of expertise in beach patrol membership								
3.6 Provide safe walkways	3.6.1 Propose alternative solutions for walking and biking safety in Cat Hill	Determine at least 2 solutions for walkways in Cat Hill area	Public meeting to share findings	Mayor	Town Manager, Chief of Police, DELDOT, URS for Healthy Community	5/31/2014		
	3.6.1.1 Integrate possible SB walkways with Assawoman Canal walkway/biking path	DNREC has integrated our walkways with theirs on plans	SB plans and DNREC's plans are coordinated	Chair of Assawoman Canal Trail Study	CEC Committee Chair	6/30/2014		

Goal 4 – Promote Healthy Lifestyles (Lead – Mayor)

STRATEGIES	2014 OBJECTIVES	OBJECTIVE MEASUREMENT	2014 MEASUREMENT GOAL	Lead	Support	When	BUDGET REQUIREMENT	CHALLENGES/ISSUES
4.1 Evaluate smoke free beach policy.	4.1.1 Survey property owners to see what they want. Based on 2011 Survey there were only 8 people who wanted "no smoking"	Determine if there is at least 51% of population that wants smoking banned on the beach	Survey residents during May election. If election is not held, send out a "survey monkey" or some other online plus paper survey--spring Zephyr???	Mayor	Administrative Assistant	6/15/2014		
4.2 Win Governor's Council on Health Promotion and Disease Prevention Award by 2015.	4.2.1 Investigate how to participate in this program.	Enroll in program and communicate to property owners.	Contact Governor's office to find out how to enroll and what is needed to be done by property owners	Mayor	Administrative Assistant	5/31/2014		(Bethany won in 2013)
4.3 Evaluate resident/visitor/group activities that promote health: (eg., group beach walks, lectures, etc.)				Mayor				

Goal 5 – Continuously Improve Town Management Process and Governance (Lead – Mayor)

STRATEGIES	2014 OBJECTIVES	OBJECTIVE MEASUREMENT	2014 MEASUREMENT GOAL	Lead	Support	When	BUDGET REQUIREMENT	CHALLENGES/ISSUES
5.1 Develop and implement governance documents that provide defined guidelines for key Town functions.				Mayor				
	5.1.1 Investment policy			Treasurer				
	5.1.2 Conflict of Interest/Ethical behavior standards			Town Manager				
	5.1.3 Process and policy for establishing Town financial reserves			Treasurer				
	5.1.3.1 Operational			Town Manager				
	5.1.3.2 Accumulated Depreciation (ARM)			Treasurer				
	5.1.3.3 Long Term/Projects			Planning Commission				
5.2 Establish common processes for major Town Boards/Commissions.				Mayor				
	5.2.1 Standard process for communications to and from Town council			Mayor				
	5.2.2 Implement a consolidated Action Item tracking system.			Mayor				
	5.2.3 Standard format for meeting minutes			Mayor				

Goal 5 – Continuously Improve Town Management Process and Governance (cont.)

STRATEGIES	2014 OBJECTIVES	OBJECTIVE MEASUREMENT	2014 MEASUREMENT GOAL	Lead	Support	When	BUDGET REQUIREMENT	CHALLENGES/ISSUES
5.3 Implement SMART goal setting standard in each major committee/workshop/commission/town management				Mayor				
	5.3.1 Use SMART based objectives for annual and multi-year budgets			Treasurer				
5.4 Continue use of competitive contracting practices for major procurements/acquisitions				Town Manager				
5.5 Assure all stakeholders are informed of the Town financial status and plans thru expanded and required communications.				Treasurer				
5.6 Review town code and ordinances for removal of outdated code and ordinances and introduction of pertinent code and ordinances				Charter & Code Committee				

Goal 6 – Maintain Fiscal Soundness

STRATEGIES	2014 OBJECTIVES	OBJECTIVE MEASUREMENT	2014 MEASUREMENT GOAL	Lead	Support	When	BUDGET REQUIREMENT	CHALLENGES/ISSUES
6.1 Develop both annual and projected 3 year budgets, annually.	6.1.1 Monthly committee reporting of expenditures versus budget	No over budget spending by committees	On budget	Committee Chairs	Committee Members & Tony Caputo for reports	Monthly		
6.2 Implement multi-year budgeting by 2015.				Treasurer				
6.3 Develop rationale & processes to estimate out year revenues, expenses and reserves				Treasurer				
	6.3.1 Investigate alternative sources of income.			Treasurer				
	6.3.2 Exploit external sources of funding.			Committee Chairs				
6.4 Maintain cash based government, with no debt.				Treasurer				
6.5 Benchmark cost of Town services relative to peer towns.				Town Manager				
	6.5.1 Review compensation plans for employees.			Treasurer				

Goal 6 – Maintain Fiscal Soundness (cont.)

6.6 Expand partnerships with other municipalities for cost – effective key services, if practicable.				Mayor				
	6.6.1 Expand partnerships and collaborations with other coastal towns potentially affected by sea-level rise.			Chairperson of Storm Surge Committee				
6.7 Adopt a balanced pro-forma emergency response financial approach using all resources and options available.				Treasurer				
6.8 Receive successful annual audit report.				Treasurer				

Goal 7 – Continuously Improve Our Town Services (cont.)

STRATEGIES	2014 OBJECTIVES	OBJECTIVE MEASUREMENT	2014 MEASUREMENT GOAL	Lead	Support	When	BUDGET REQUIREMENT	CHALLENGES/ISSUES
7.5 Expand volunteer base from community to support social services.								
	7.5.1 Provide enhanced opportunities for PT residents to participate							
	7.5.2 Investigate use of interns.							
7.3.1 Summer interns for expanded summer services.				Town Manager				
7.6 Evaluate part-time service support positions (eg., IT support)				Town Manager				

A motion was made by Councilman Junkin, seconded by Councilwoman Callaway, to accept the Planning Commission Strategic Planning Project with changes discussed (and noted in red). The motion was unanimously carried.

PUBLIC COMMENT PERIOD

There were no comments from the public.

ADJOURNMENT

A motion was made by Councilman Junkin, seconded by Councilwoman Voveris to adjourn the October 24, 2013, Town Council Workshop Meeting at 8:10 p.m. The motion was unanimously carried.