

**TOWN OF SOUTH BETHANY
TOWN COUNCIL WORKSHOP MEETING MINUTES
JANUARY 27, 2011**

ATTENDANCE

PRESENT: Mayor Jay Headman; Councilpersons John Fields, Bob Cestone, Tim Saxton, Sue Callaway, George Junkin, and Jim Gross; and Town Manager Melvin Cusick

MEETING CALLED TO ORDER

Mayor Headman called the January 27, 2011, Town Council Workshop Meeting to order at 6:00 p.m.

PUBLIC COMMENT PERIOD

There were no comments from the public.

ADOPTION OF MINUTES

- **Town Council Public Hearing on Ordinance 155-10 Minutes, December 10, 2010** – A motion was made by Councilman Fields, seconded by Councilman Cestone, to accept the December 10, 2010, Town Council Public Hearing on Ordinance 155-10 Minutes. The motion was unanimously carried.
- **Town Council Regular Meeting Minutes, December 10, 2010** – A motion was made by Councilman Fields, seconded by Councilwoman Callaway, to accept the December 10, 2010, Town Council Regular Meeting Minutes. The motion was unanimously carried.

RESOLUTIONS

A motion was made by Councilman Fields, seconded by Councilman Gross, to approve Resolution 1-11, A Resolution to Recognize Senator George Bunting, and Resolution 2-11, A Resolution to Recognize Representative Gerald Hocker. The motion was unanimously carried.

BUDGET AND FINANCE COMMITTEE REPORT

Councilman Saxton stated that the Budget and Finance Committee has been a very productive group and they have accomplished a lot in the last three months.

- **Long Range Planning**

Councilman Saxton said the Budget and Finance Committee's goal was to establish a long range planning tool that will allow the Town to save for plans the Town Council puts forth. To get the ball rolling and to get Council thinking, the Budget and Finance Committee has put in items, but Council can throw them out. It is a Town Council decision. Keith Krenz presented a PowerPoint Presentation – Long Range Planning Update, January 27, 2011 (attached).

Mr. Krenz believes the approach outlined in the presentation is the best way to weather the next financial crisis. The Town will have set aside contingencies. The Town will have monies set aside and will have saved for the rainy day when it wasn't raining. The Town will be able to get through the next downturn better than if it does not do this.

Referring to the last page of Mr. Krenz's presentation, Councilman Saxton stated that he believes the key is for Council to make a decision on what the Tier 1 projects should be and when Council wants the projects completed by. He stated that the Budget and Finance Committee is requesting a list from the Council to work off of and put in the budget this year. The Committee would like this funded and started this year.

It was noted that Tier 2 would be setting aside monies for not only unspecified projects but setting aside monies for unspecified new assets.

Mayor Headman stated that he believes Council agrees that the Town needs to begin setting aside the 1.5% inflation number for depreciation. Councilman Saxton asked if Council wanted to fund that back or just fund it this year to get it going and then worry about the back funds later. Councilman Saxton stated that the Budget and Finance Committee contemplated never funding it back as an option. Mayor Headman's feeling is to fund it back later. Councilman Gross believes that if there is a windfall Council ought to fund it back. It was also suggested to fund it back as much as possible when the Town can. Mayor Headman said to at least start with the 1.5% of the current depreciation. Mr. Krenz stated that when there is a surplus activity, the Town can kick in to catch up.

Mayor Headman thanked Mr. Krenz.

- **Current Revenues/Expenditures – Status Report**

Councilman Saxton explained that at the end of the first six months of the fiscal year the Budget and Finance Committee goes through the revenue and expenditure projections for the remainder of the fiscal year. Councilman Saxton presented a PowerPoint Presentation – Town of South Bethany Budget FY2011 Current Status and Year End Projections (attached). Council participated in a discussion throughout the presentation.

Mayor Headman thanked Councilman Saxton and the Budget and Finance Committee.

RICHARD HALL MEMORIAL PARK COMMITTEE – DISCUSSION OF SURVEY RESULTS

Councilman Fields reported that on November 18, 2010, the Town mailed out 1,297 survey forms to the property owners of South Bethany. The deadline to return the survey was December 10, 2010. Of the 1,297 surveys mailed, 941 were returned by the deadline. The survey forms were counted on December 16, 2010, and the results were 760 property owners supported leaving the Richard Hall Memorial Park in its current state, 166 property owners supported the development of a recreational area within the Richard Hall Memorial Park, and 15 property owners had no opinion about the issue. The Official Signed Document of the Park Survey Results December 16, 2010, is attached to these minutes.

A motion was made by Councilman Fields, seconded by Councilman Cestone, that the South Bethany Town Council resolves to keep the Richard Hall Memorial Park in its current state. Mayor Headman asked for discussion. There was none. Mayor Headman asked for a roll call vote. The voting was as follows:

FOR THE MOTION: Mayor Headman and Councilpersons Fields, Cestone, Saxton, Callaway, Junkin, and Gross

AGAINST THE MOTION: None

The motion carried with a 7-0 vote.

PLANNING COMMISSION – TOWN SURVEY

Councilman Junkin reviewed comments regarding the survey submitted by Martin Wollaston, a policy scientist from the University of Delaware Institute for Public Administration (Email and survey comments attached). Councilman Junkin believes the Council wants to know how the property owners feel about town services. Although the Town does not need that information for planning purposes, the Town does not want to send out another survey regarding town services.

Due to the nature of this meeting, Mayor Headman postponed this discussion until the February Workshop Meeting.

Councilman Junkin requested that Council go through the survey and look at the comments from Mr. Wollaston and mark up their sheets and get them back to him within two weeks. Mayor Headman stated that the Planning Commission did their job and it is now the Council's job to evaluate and finalize the survey.

PROPOSED TRASH/RECYCLING SCHEDULES AND YARD WASTE BAN – DISCUSSION OF OPTIONS

Knowing that the tipping fees for trash were going up, the Council is looking at ways to save regarding trash collection. The tonnage of trash collected has been reduced due to the recycling program. Mayor Headman reviewed the Town of South Bethany – Trash Schedule (attached) which was prepared by the Town Manager. There was a discussion.

Councilman Fields believes Council is overlooking the amount of recycling compared to the amount of trash. Councilman Fields stated that there is twice as much recycling as there is trash. Councilman Fields thinks the need for recycling pickup is at least once a week.

The Town Manager noted that per recycling pickup the Town is charged \$1.60 for every recycling cart in town. Currently there are 894 recycling carts in town. Currently Allied Waste is billing the Town 894 X \$1.60 per pickup. When the State recycling law goes into effect in September of 2011, every property owner in South Bethany will be required to have a recycling cart. That will be about 400 additional carts. The Town will be billed for those additional carts as well as the 894 carts per recycling pickup. The Town Manager also noted that the State law requires recycling to be picked up every other week effective September 2011.

Mayor Headman reviewed the current recycling schedule.

A motion was made by Councilman Junkin, seconded by Councilwoman Callaway, to accept Option 1 for recycling, day of the week to be determined, but add two more pickups to include Memorial Day weekend and Labor Day weekend. Councilman Cestone suggested starting the weekly recycling pickup May 15 and end it September 15. Councilman Junkin moved to amend the motion to the following: The Town will have recycling every week starting May 15 to September 15, day undetermined, and that from September 15 to May 15 recycling is on the first, third and fifth (whatever day of the week Council determines). Councilman Cestone seconded it. The motion carried with a 6 – 1 vote.

Regarding the trash schedule, a motion was made by Councilman Gross, seconded by Councilman Cestone, to follow the schedule as outlined in Option 1 except that for May, June, July, and August the schedule stays as it is currently. The motion carried with a 6 – 1 vote. Councilman Junkin stated that this causes recycling to be on Friday. Mayor Headman agreed.

Regarding yard waste, the Town Manager reviewed the options laid out in his memo to Council dated January 25, 2011 (attached). The Town Manager noted that the Town's trash company will not offer curbside yard waste pickup. After a discussion, a motion was made by Councilman Fields, seconded by Councilman Saxton, to contract with a small contractor to do curbside yard waste pickup throughout the Town once a month. The motion was unanimously passed. Council agreed to the second Tuesday of the month for the pickup day.

BEACH WALKWAYS DISCUSSION

Council discussed the options regarding the beach walkways presented in a handout from the Town Manager titled Beach Walkway Estimates (attached).

A motion was made by Councilman Junkin, seconded by Councilman Gross, that Council put 31.5K into the budget for Mobi-Mats. Councilman Fields moved to amend the motion to say that the funds only be used if it is matched by the State. Councilman Gross seconded it. The motion carried with a 4 – 3 vote. Mayor Headman called for a vote on the main motion. The motion carried with a 5 – 2 vote.

After a discussion regarding installing two wood boardwalk/walkways like the structure at S. 3rd Street and installing hand rails at some of the other walkways, Mayor Headman suggested discussing the issue further after the Council has received feedback from the town survey.

Councilman Cestone suggested installing hand rails at two separate ramps (one towards the south end and one towards the north end) to see how people like them. A motion was made by Councilman Cestone, seconded by Councilman Junkin, to install, at the Town's cost, hand rails on two ramps on both the east and the west side provided the Town gets approval by the State (DNREC). The motion carried with a 5 – 2 vote.

BEAUTIFICATION COMMITTEE – PRESENTATION OF LONG TERM PLAN

Councilwoman Callaway reviewed the Beautification Committee's proposal (attached). She stated that the Beautification Committee had put a lot of discussion and thought into the proposal. Councilwoman Callaway asked for Council's endorsement of the Beautification Committee's strategy regarding the Rt. 1 median and walkways. The Committee feels the strategy addresses some of the key points regarding the Maintenance Supervisor's tasks, the weather conditions, and the constant effort it takes to beautify that area. The strategy will not be completed all at once. It will be done in stages. The Committee believes it is a design that reflects what Sue Barton said in terms of keeping it neat, simple, and consistent. The maintenance will be easier and there will be less mulch costs.

Councilman Junkin stated that he likes the plan. His concern is that he wants to be sure that for anything that is new, the median is excavated the way the water quality report recommended. Councilman Junkin stated that he has requested \$3,300 be put in the FY12 budget for this purpose.

Councilman Fields stated that he would need something in the strategy to beautify Ocean Drive in order to vote for the proposal. Councilwoman Callaway stated that the Beautification Committee has talked about setting up a subcommittee to begin to look at the east side, but that is a whole other project.

Councilman Saxton stated that Councilwoman Callaway's and Councilman Junkin's strategies have to match in the budget requests.

Councilwoman Callaway stated that the problem the Beautification Committee is faced with is that they have no money to do the spring tasks.

Councilwoman Callaway stated that she is asking for Council's endorsement of the concept. A motion was made by Councilwoman Callaway, seconded by Councilman Gross, that the Council endorse the Beautification Committee's proposed strategy for the Rt. 1 median and walkways. The motion carried with a 6 – 1 vote to support the concept.

PUBLIC COMMENT PERIOD

There were no comments from the public.

A motion was made by Councilman Fields, second by Councilman Cestone, to go into Executive Session at 9:43 p.m.

EXECUTIVE SESSION

Council went into Executive Session at 9:43 p.m. to discuss the following:

- Individual Citizens' Qualifications as Potential Candidates to Fill Planning Commission Vacancy
- Personnel Matters

RECONVENE WORKSHOP MEETING

Council reconvened the Workshop Meeting at 11:15 p.m.

A motion was made by Councilwoman Callaway, seconded by Councilman Junkin, that the Town provide each employee with a \$625 bonus based on reevaluating the budget at this point for 2011. The motion carried with a 4 – 3 vote.

REQUEST FOR BEAUTIFICATION FUNDING FY 2011

Councilman Saxton stated that the Budget and Finance Committee found monies in the budget to reallocate funds from one line item to another line item if Council chooses to approve the request.

A motion was made by Councilwoman Callaway, seconded by Councilman Junkin, that the carryover funds requested by the Beautification Committee for \$10,600 be awarded. Mayor Headman clarified that the money would not be spent on things that would have to be torn up later. The motion carried with a 6 – 1 vote.

ADJOURNMENT

The January 27, 2011, Town Council Workshop Meeting was adjourned at 11:25 p.m.

phs:Workshop Minutes.1.27.11 Amended 2.11.11 at Town Council Regular Meeting

Attachments: PowerPoint Presentation – Long Range Planning Update, January 27, 2011
 PowerPoint Presentation – Town of South Bethany Budget FY2011 Current Status and Year End Projections
 The Official Signed Document of the Park Survey Results December 16, 2010
 Martin Wollaston, a policy scientist from the University of Delaware Institute for Public Administration (Email and survey comments attached).
 Town of South Bethany – Trash Schedule
 Memo to Town Council from Town Manager dated January 25, 2011, Re: Yard Waste Beach Walkway Estimates
 Beautification Committee's Proposal