

TOWN OF SOUTH BETHANY TOWN COUNCIL WORKSHOP MEETING MINUTES AUGUST 23, 2018
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MEETING CALLED TO ORDER

Mayor Saxton called the August 23, 2018, Town Council Workshop Meeting to order at 3:00 p.m.

ATTENDANCE

PRESENT: Councilmembers Don Boteler, Sue Callaway, Jimmy Oliver, Carol Stevenson, Frank Weisgerber, and Mayor Tim Saxton; Town Manager Maureen Hartman; and Administrative Assistant Pam Smith

EXCUSED ABSENCE: Councilmember Wayne Schrader

DISCUSSION AND UPDATE REGARDING THE OUTDOOR RECREATION, PARKS AND TRAILS (ORPT) 2018 PARK GRANT APPLICATION DUE SEPTEMBER 14, 2018. THE GRANT APPLICATION WILL UTILIZE THE CERTIFICATE OF INVESTMENT RECEIVED FROM ORPT ON APRIL 5, 2018, WHICH ACKNOWLEDGES THE TOWN'S ORIGINAL INVESTMENT OF \$8,515 FOR THE FITNESS AREA'S SITE PREPARATION AND EQUIPMENT PURCHASE AND MAY BE USED AS THE REQUIRED GRANT MATCH. THE GRANT SEEKS ADDITIONAL ORPT FUNDS FOR EXPANDING THE SOUTH BETHANY ADULT FITNESS AREA WITH THE INSTALLATION OF UP TO ANOTHER FIVE EQUIPMENT PIECES.

Councilmember Callaway stated that this grant is not requesting additional funds from the Town of South Bethany and there is no need to make a budget amendment in the FY 2019 Budget. This is because the Town has a Certificate of Investment granted by the funder that is giving the Town credit for the money the Town has already spent on the equipment and the site preparation for the fitness area. The Town will be submitting an application requesting \$8,000 for up to 5 pieces of equipment and appropriate signs and shipping costs; site preparation; and additional mulch. The Certificate of Investment is \$8,515 which exceeds the \$8,000 amount, therefore the Town is well over the match.

Councilmember Callaway provided Council with the following information:

List of Steps Taken and Task Accomplishments to
Develop and Fund the South Bethany Adult Fitness Area

Presented to South Bethany Town Council by Councilmember Callaway
at Town Council Workshop on August 23, 2018

- 1) October – November 2017 - CEC members, Town Manager and Code Enforcement discuss and research the potential development of a South Bethany Fitness Area in response to the 2016 Comprehensive Plan – Goal 6 – *Promote South Bethany as a Healthy Community*. Research included contact with town insurance carrier; other town managers; and equipment vendors; and physical therapists and certified fitness instructors. Sue Callaway reaches out to her ORPT contact, Bob Ehmann, Program Manager, Division of Parks and Recreation to inquire about grant funding.
- 2) December 8, 2018 - CEC Presentation at TC Meeting – *Development of a Fitness Area for South Bethany Property Owners and Guests*
- 3) March 2018 – Sue Callaway, CEC Chair prepared and submitted a request to have any FY 18 and FY 19 funds approved by SB Town Council to be invested in the proposed

- fitness initiative be used as the required match when an application is filed by SB for the pending ORPT 2018 grant.
- 4) March 29, 2018 – Mayor Voveris receives letter stating that South Bethany is eligible to submit an ORPT Pre-Application to determine eligibility and readiness to apply for a ORPT 2018 grant.
 - 5) April 5, 2018 – South Bethany receives a Certificate of Investment from ORPT acknowledging the Town’s FY 18 and FY 19 fitness area investment as the match requirement for additional fitness area improvements applied for in the 2018 ORPT grant cycle should we be approved to apply for such grant.
 - 6) April 2018 – Town Council approves use of FY 18 remaining CEC funds (\$4,015) for site preparation of fitness area and use of FY 19 funds (\$4500) to purchase up to 5 pieces of fitness equipment.
 - 7) May 15, 2018 - ORPT Pre-Application submitted via online process – Pre-application included overview and sketch of planned area and the Certificate of Investment
 - 8) Spring-Summer 2018 - Plans move forward with site preparation and equipment installation in time for a July 6, 2018 Grand Opening
 - 9) July 13, 2018 – Letter sent to SB acknowledging the Town’s pre-application request and notifying the Town we were approved to submit an ORPT application requesting funds for fitness equipment installation (with no guarantee of funding). ORPT applications were emailed to South Bethany on July 16, 2018 and I was notified that same day. Maureen and I agreed to begin the grant writing process in August. Applications due September 14, 2018
 - 10) August 2018 – Maureen, Sue and Jon meet to review an initial draft of the application. Changes made and submitted as DRAFT 1. In re-reading RFP – notice is made of requirement to include a Resolution, signed by the SB Town Council, acknowledging submission of the ORPT grant.
 - 11) August 23, 2018 – presentation of overview and key points of grant application
 - Grant requesting \$8,000 for up to 5 pieces of equipment and appropriate signs and shipping costs; site preparation; and additional mulch
 - **No additional SB funds for the improvements are included as the Certificate of Investment – approved at \$8, 515 – serves as the required match**
 - Our in-kind contribution is as follows:
 - Public Works will install the equipment as done with the first 5 pieces and conduct weekly checks of equipment and provides any necessary maintenance to the area and the equipment
 - Public Works builds bike rack and bench over winter
 - Town Manager provides in-kind oversight and responsibility for the fitness area
 - CEC, Chair provides in-kind overview of the project and will oversee the Fitness Committee’s implementation of the new initiative – The Fitness Committee consists of the CEC Chair and its members (member participation is in-kind contribution); the Town Manager; and the Public Works Supervisor

Councilmember Callaway stated that if work begins prior to the beginning of FY 2020, the Town will utilize some time by the Public Works Department to install the equipment and oversee the site preparation – this will be incorporated in their salary dollars. The grant requires that the grantee maintain the area – Public Works will be expected to check on the equipment and the grounds. The Town Manager stated that Public Works is already performing that task daily.

Councilmember Boteler asked where the new equipment pieces would go. Councilmember Callaway said there are about 5 different places in the fitness area where they can go including the center of the fitness area. Councilmember Boteler asked if the Town would get the additional pieces from the same supplier. Councilmember Callaway said the Town will look at a list of vendors approved by the State of Delaware.

Councilmember Weisgerber asked if the Town's insurance covers the Town from a liability standpoint. Councilmember Callaway said yes – the Town pays \$6 a year to cover the liability. The Town Manager added that the policy requires that the maintenance department checks the fitness area on a daily basis.

Mayor Saxton requested that Councilmember Callaway follow up with Bob Ehemann regarding the correct way to write the Local Match Source. Mayor Saxton said he wants it clear that the Town is not going to contribute any more money to the project.

DISCUSSION AND POSSIBLE VOTE TO ADOPT RESOLUTION NO. 6-18, A RESOLUTION TO ACKNOWLEDGE THE SUBMITTAL OF THE OUTDOOR RECREATION, PARKS AND TRAILS (ORPT) 2018 PARK GRANT APPLICATION

A RESOLUTION TO ACKNOWLEDGE THE SUBMITTAL OF THE OUTDOOR RECREATION, PARKS AND TRAILS (ORPT) 2018 PARK GRANT APPLICATION

WHEREAS, the Town of South Bethany is committed to addressing its *2016 Comprehensive Plan* Goal 6 – Promote South Bethany as a Healthy Community; and

WHEREAS, the Town will utilize ORPT's Certificate of Investment that acknowledges the Town's original investment in the Fitness Area as the grant's match requirement for additional fitness area improvements; and

WHEREAS, the Town of South Bethany has assigned the Town Manager as Project Manager; and

WHEREAS, the Town of South Bethany is committed to providing funding to maintain the Adult Outdoor Fitness Area;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Town of South Bethany acknowledges the submittal of the ORPT 2018 Park Grant Application.

Motion and vote: A motion was made by Councilmember Boteler, seconded by Councilmember Stevenson, to approve Resolution No. 6-18, A Resolution to Acknowledge the Submittal of the Outdoor Recreation, Parks and Trails (ORPT) 2018 Park Grant Application. The motion was unanimously carried.

Before going into Executive Session, Mayor Saxton said he is having the Administrative Assistant send out a call for agenda items about a week before Town Council meeting agendas have to be posted. Mayor Saxton asked that everyone think about agenda requests at that time in order to limit revising agendas after their original posting.

MOTION TO GO INTO EXECUTIVE SESSION

Motion: A motion was made by Councilmember Oliver, seconded by Councilmember Weisgerber to go into Executive Session to discuss the following items:

- A. Potential candidates for the position of Maintenance Supervisor in which individual citizen's qualifications to hold a job will be discussed. 29 Del. C. 10004(b)(1).
- B. Potential revisions to contracts currently held with outside services which pertain to potential litigation. 29 Del. C. § 10004(b)(4)

Vote: The motion was unanimously carried.

EXECUTIVE SESSION

At 3:15 p.m. Council went into Executive Session to discuss the following items:

- A. Potential candidates for the position of Maintenance Supervisor in which individual citizen's qualifications to hold a job will be discussed. 29 Del. C. 10004(b)(1).
- B. Potential revisions to contracts currently held with outside services which pertain to potential litigation. 29 Del. C. § 10004(b)(4)

RECONVENE WORKSHOP MEETING

Motion and vote: A motion was made by Councilmember Boteler, seconded by Councilmember Callaway, to reconvene the Workshop Meeting at 4:40 p.m. The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE ON MATTERS DISCUSSED IN EXECUTIVE SESSION

Motion and Vote: A motion was made by Councilmember Stevenson, seconded by Councilmember Callaway, that Council approve offering the position of Public Works Supervisor to Jon Stiffler. The motion was unanimously carried.

ADJOURNMENT

A motion was made by Councilmember Callaway, seconded by Councilmember Stevenson, to adjourn the August 23, 2018, Town Council Workshop Meeting at 4:50 p.m. The motion was unanimously carried.