

**TOWN OF SOUTH BETHANY  
TOWN COUNCIL WORKSHOP MEETING MINUTES  
JANUARY 26, 2015**

**MEETING CALLED TO ORDER**

Mayor Voveris called the January 26, 2015, Town Council Workshop Meeting to order at 2:00 p.m.

**ATTENDANCE**

PRESENT: Councilpersons Tony Caputo, Jim Gross, George Junkin, Al Rae, Tim Saxton, and Mayor Pat Voveris; Town Manager Melvin Cusick; Chief Troy Crowson; Finance Director Renee McDorman; and Administrative Assistant Pam Smith

PRESENT BY REMOTE ACCESS: Councilwoman Sue Callaway

**APPROVAL AND VOTE OF THE AGENDA**

A motion was made by Councilman Junkin, seconded by Councilman Gross, to approve the Agenda items but to move Items 11 through 13 after Item 7. The voting was as follows:

FOR THE MOTION: Councilpersons Callaway, Caputo, Gross, Junkin, Rae, Saxton, and Mayor Voveris

AGAINST THE MOTION: None

The motion carried with a 7-0 vote.

Administrative Assistant's Note: These minutes reflect the order in which Agenda items were discussed.

**PUBLIC COMMENT PERIOD**

There were no comments from the public.

**DISCUSSION AND POSSIBLE VOTE FOR A BUDGET AMENDMENT TO ADD THE CANAL WATER QUALITY GRANT. THE GRANT WILL START THIS FISCAL YEAR AND CONTINUE INTO THE NEXT TWO FISCAL YEARS**

Councilman Junkin said the Town was awarded a grant to retrofit some of the storm drains in Sandpiper Pines to help water quality. The money is in two parts: 1) \$136,900 in grant funds, and 2) Close to \$18,000 in a match expense from the Town - \$6,000 in cash and the remainder will be in-kind hours. Very little of the total grant would be spent in this fiscal year (FY15). The majority of the total grant would be spent in next fiscal year (FY16), and the very end of the total grant could spill over into FY17.

Councilman Junkin suggested amending the FY15 Budget by putting the whole grant in the budget and what doesn't get spent this fiscal year gets carried over into the next fiscal year (FY16).

**Motion:** A motion was made by Councilman Saxton, seconded by Councilman Gross, that the Council amend the budget to add the canal water quality grant.

**Discussion:** Councilman Saxton recommended that the amount of the budget amendment be for the full amount of the grant (\$136,900), and what doesn't get spent this year gets carried to the next year and the following year. Councilman Junkin agreed.

Councilman Gross asked Councilman Junkin to briefly give the scope and benefits of the project for the record. Councilman Junkin said the scope is for about six or seven rain gardens and big French drains in the Sandpiper Pines area similar to things the Town has done in the median and the east and west sides of Route 1 to slow rain water down from going into the canals quickly. In the proposal is how many pounds of Nitrogen and Phosphorous would be captured by these retrofits. The reason to do the project is for water quality improvement. A secondary function is that rain gardens will be created that will help beautify the Town. Councilman Gross noted that all of this water drains into the Anchorage Canal which has the worst water quality of the canals.

**Vote:** After discussion, the voting was as follows:

FOR THE MOTION: Councilpersons Callaway, Caputo, Gross, Junkin, Rae, Saxton, and Mayor Voveris

AGAINST THE MOTION: None

The motion carried with a 7-0 vote.

**DISCUSSION AND POSSIBLE VOTE TO ISSUE AN RFP FOR A CONSULTANT TO PREPARE CONSTRUCTION PLANS AND BID DOCUMENTS FOR THE IMPLEMENTATION OF THE WATER QUALITY IMPROVEMENTS PLANNED FOR SANDPIPER PINES. THE BUDGETED COST FOR THIS TASK IS APPROXIMATELY \$35,000. (TOTAL GRANT AMOUNT IS \$136,900).**

Council had a one page handout prepared by Councilman Junkin which included the Time Schedule and Benchmarks and the Project Budget for Sandpiper Pines Stormwater Retrofit.

Councilman Junkin stated that the budgeted cost for the consultant work plus the builder's work is \$136,900. The Town Manager said that the \$35,000 mentioned in the agenda item was an estimate of the consulting cost (Total Administrative) that might be spent this fiscal year.

Councilman Junkin proposed bidding the project as a Design/Build Contract.

Councilman Gross questioned bidding the project as a Design/Build Contract. Councilman Junkin said his reason for a Design/Build Contract is that whoever gets the bid is a person that can do the whole job. Councilman Gross said that is true but he believes a Design/Build Contract would eliminate a lot of engineering firms from the process. Councilman Junkin disagreed saying the engineering firms could subcontract out the digging. Councilman Gross said that is not the way they generally work - usually the plans and specifications (design portion) are prepared and then the work (build portion) is put out to bid. Councilman Junkin noted that a person could come up with a design that is not billable for the price that is in the budget. Councilman Junkin said he would prefer that one person be responsible for the whole project and not complicate it for the Town. Councilman Gross said he is not satisfied that is the best way to proceed.

**Motion:** After discussion, a motion was made by Councilman Junkin, seconded by Councilwoman Callaway, that the Town issue an RFP to do the work described in the grant so that the person is responsible for the whole \$136,900 worth of work.

**Discussion:** Councilman Caputo inquired if Council can redo it if this approach (Design/Build) fails. The Town Manager noted that the way the Town bids are written Council has the right to reject any or all bids. The Town Manager added that Councilman Junkin will have to come back to Council for approval of the bid.

Councilman Saxton inquired about leverage monies needed for this fiscal year. During discussion it was determined that there is no leveraged cash that needs to be spent before May 1 except for the bid advertisement.

Public Comment: Jack Whitney talked about the pros and cons of Design/Build and Design Bid Build.

**Vote:** The voting was as follows:

FOR THE MOTION: Councilpersons Callaway, Caputo, Junkin, Rae, Saxton, and Mayor Voveris

ABSTAINED: Councilman Gross

AGAINST THE MOTION: None

The motion carried with a 6-0 vote.

**DISCUSSION AND POSSIBLE VOTE FOR APPROVAL FOR THE PLANNING COMMISSION AND SEA LEVEL RISE & STORM SURGE COMMITTEE TO SUBMIT A GRANT PROPOSAL FROM THE COASTAL MANAGEMENT ASSISTANCE GRANT PROGRAM FOR APPROXIMATELY \$20,000 AND THE TOWN WOULD HAVE AN APPROXIMATE MATCH OF \$10,000 IN A COMBINATION OF CASH AND IN KIND SERVICES**

Council had a one page handout prepared by Councilman Junkin which included the Time Schedule and Benchmarks and the Draft Project Budget for SLR & SS Adaptation Project.

A discussion ensued on whether it should be the Planning Commission or the Sea Level Rise & Storm Surge (SLR & SS) Committee that submits the grant proposal or if it can be done jointly.

Councilman Saxton said it appears to him that Councilman Junkin is asking for a vote to apply for a grant for \$20,000 and approximately \$10,000 will be in kind. Councilman Junkin said we are asking for \$10,000 cash from DNREC and \$1,200 in cash from the Town, and the Town would spend \$8,800 worth of human resources at about \$20 an hour.

**Motion:** A motion was made by Councilman Gross, seconded by Councilman Junkin, that this project and proposal be administered by the Sea Level Rise & Storm Surge Committee.

**Vote:** After discussion, the voting was as follows:

FOR THE MOTION: Councilpersons Callaway, Caputo, Gross, Junkin, Rae, Saxton, and Mayor Voveris

AGAINST THE MOTION: None

The motion carried with a 7-0 vote.

**Motion:** A motion was made by Councilman Junkin, seconded by Councilman Saxton, that Council go forward with the proposal. Councilman Gross said this was included in his motion (the previous motion). Councilman Junkin said he is happy with that - he just wanted to make sure the SLR & SS Committee had permission to move forward. There were no objections. There was no vote taken on this motion.

**DISCUSSION AND POSSIBLE VOTE ON POLICE DEPARTMENT STAFFING LEVEL PROPOSAL AS SUBMITTED BY CHIEF CROWSON**

Chief Crowson presented the following in a PowerPoint Presentation and Council asked questions throughout the presentation:

The Town of South Bethany would benefit from an additional full time officer slot. I make this recommendation after 27 years of service and observation in our Police Department. It coincides with what our previous Chief of Police wanted, but was reluctant to do because of cost. It is now

an opportune time to implement this change. This presentation shows a department that will grow through ability for training and in a moderately fiscal manner.

No Increase in Staffing in 22 Years Despite our Changing Town:

- Expensive properties/belongings
- Population has increased year round
- Our beach doubled in size, resulting in more visitors and traffic
- More population, visitors, traffic directly impact the work of policing

True 24/7 Service: (Maintain 24 hour department seamlessly)

- Additional person will be able to provide the department with a swing shift. (In facilities which operate 24 hours a day, requiring several shifts of workers to ensure that all the hours are covered, the swing shift is a shift which starts in the afternoon and runs into the evening).
- The manpower trend in surrounding towns is a 2 man shift.

Police ATV Beach Patrol

- Incorporate ATV beach patrol to include daytime and nighttime hours. Unable to do this with a single officer shift.
- In prior years, beach offenses have been handled by the lifeguards. New ATV police effort will ensure their focus stays on the safety of our beachgoers.

Open Hours: Officers are given specified leave days each year.

- 24/7 coverage = 168 hours per week.
- Operating with only 5 officers cannot provide true 24/7 coverage.
- It does not adequately cover vacation, sick leave and comp time.
- The 6th officer would mean true 24/7 in both patrol and leave coverage

Type	Hours
VACATION	
1 year of service	40
2-4 years of service	80
3-9 years of service	120
10+ years of service	160
SICK	
Hours earned per month	8
COMP TIME	Varies
MINIMUM REQUIRED TRAINING	16

Benefits of a 6th Officer:

- Provide adequate coverage of vacation, sick, comp and training time to eliminate open hours.
- Improve the department through coverage available for training.
- Decrease overtime and the need for part-time hires. FY 2014 budget for part-time employees = \$3,400 and cost for overtime = \$5,179.
- Reduce scheduling conflicts/rejected vacation requests and increase department morale.
- Require less assistance from other towns.
- Officers benefit from having second shift backup/supervision.

### Police Department Salaries

Reduction of Prior Salaries:			
Chief	\$80,455		
Lieutenant	\$75,690		
<b>Total =</b>		<b>\$156,145</b>	
Promotion of Lieutenant to Chief		\$ 9,291	
Addition of Corporal		\$44,312	
<b>Total =</b>		<b>-\$53,603</b>	
Fill current opening with Patrolman			-\$35,677
Add Academy Recruit to staff:			
\$31,886 - \$10,000 Sussex County Grant			-\$21,886
		\$44,979	
Elimination of prior part-time employees		+\$ 3,400	
Projected reduction in overtime		\$ 2,580	
<b>Total =</b>		<b>\$50,968</b>	

**\$50,968**  
Represents the decrease in police department salaries from the historical operating budget, FY 2015.

Looking to the future, this decrease will absorb compensation increases for years to come. These increases can come in the form of raises or promotions.

### SUMMARY

\* Improve Public Safety and Service at less historical cost.

Current FY 2015 **382,602**  
FY 2016 345,378  
FY 2017 369,647  
FY 2018 380,539

\* Eliminating part-time, utilizes in-house staff, retains better control and reduces liability.

\* Reducing overtime attributes to officer performance and well being.

Councilman Rae stated he would like the Budget and Finance Committee with their expertise take a look at this proposal and give Council their projections. Councilman Rae is especially worried about the future and if it will cause a tax increase. Councilman Saxton agreed and said he does not want the public misled that it is just salaries that this one additional employee would be contributing to the cost of the department. Councilman Saxton said what the Budget and Finance Committee does is ask additional questions that are over and above a simplistic analysis.

**Motion:** After discussion, a motion was made by Councilman Junkin, seconded by Councilwoman Callaway, that Council accept Chief Crowson's recommendation that the Town hire a sixth officer at a low pay grade level to move forward in order to have true 24/7 coverage.

**Public Comment:**

Carol Kern (106 Petherton Dr.) – Spoke in support of Chief Crowson's proposal.

Bryant Hopkins (415 Rebecca Rd.) – Stated that it is a universal police department philosophy that if you want 24/7 coverage seven people are required. Mr. Hopkins said he thinks Chief Crowson made a very good presentation.

Ralph Romeo (119 Layton Dr.) – Spoke in support of Chief Crowson's proposal.

Jerry Massiello (309 W. 4<sup>th</sup> St.) – Spoke in support of Chief Crowson's proposal.

Dick Oliver (410 Victoria Rd.) – Spoke in support of Chief Crowson's proposal.

Jack Whitney (105 Boone Rd.) – Spoke in support of Chief Crowson's proposal with one caveat - as a tax payer Mr. Whitney would like to know what it costs and what the impact on the budget is going to be. Mr. Whitney stated that he is for the proposal regardless.

Linda Whitney (105 Boone Rd.) – Spoke in support of Chief Crowson's proposal.

Carol Stevenson (131 Henlopen Dr.) – Spoke in support of Chief Crowson's proposal.

**Vote:** The voting was as follows:

**FOR THE MOTION:** Councilpersons Callaway, Junkin, Saxton (in Councilman Saxton's explanation he stated that he thinks the argument for 24/7 coverage is there), and Mayor Voveris.

**AGAINST THE MOTION:** Councilpersons Caputo (explained that he would like to see further analysis), Gross (explained that he believes Council ought to study this matter further), and Rae (explained that he would like to see further analysis).

The motion carried with a 4-3 vote.

**MOTION TO GO INTO EXECUTIVE SESSION**

A motion was made by Councilman Junkin, seconded by Councilwoman Callaway, that Council go into Executive Session to discuss a personnel matter in which the name, competency, and ability of individual applicants for the open full-time Police Officer position will be discussed and discuss a personnel matter in which the name competency, and ability of individual applicants for a new full-time Police Officer (Academy Recruit) position will be discussed.

The voting was as follows:

**FOR THE MOTION:** Councilpersons Callaway, Caputo, Gross, Junkin, Rae, Saxton, and Mayor Voveris

**AGAINST THE MOTION:** None

The motion carried with a 7-0 vote.

**EXECUTIVE SESSION**

At 3:50 p.m. Council went into Executive Session to discuss a personnel matter in which the name, competency, and ability of individual applicants for the open full-time police officer position will be discussed and to discuss a personnel matter in which the name, competency, and ability of individual applicants for a new full-time Police Officer (Academy Recruit) position will be discussed.

**MOTION TO RECONVENE THE TOWN COUNCIL WORKSHOP MEETING**

Council reconvened the January 26, 2015, Town Council Workshop Meeting at 4:14 p.m.

**COUNCIL DISCUSSION AND POSSIBLE VOTE TO HIRE A NEW FULL-TIME POLICE OFFICER AND COUNCIL DISCUSSION AND POSSIBLE VOTE TO HIRE A NEW FULL-TIME POLICE OFFICER (ACADEMY RECRUIT)**

A motion was made by Councilman Junkin, seconded by Councilman Gross, that Council accept the interview committee's recommendation for the existing full-time position and the new position at the salaries recommended by the committee.

The voting was as follows:

FOR THE MOTION: Councilpersons Callaway, Caputo, Gross, Junkin, Rae, Saxton, and Mayor Voveris

AGAINST THE MOTION: None

The motion carried with a 7-0 vote.

**ADJOURNMENT**

A motion was made by Councilman Junkin, seconded by Councilman Saxton, to adjourn the January 26, 2015, Town Council Workshop Meeting at 4:15 p.m. The voting was as follows:

FOR THE MOTION: Councilpersons Callaway, Caputo, Gross, Junkin, Rae, Saxton, and Mayor Voveris

AGAINST THE MOTION: None

The motion carried with a 7-0 vote.