

**TOWN OF SOUTH BETHANY
LEADERSHIP AND COMMITTEE REPORTS
FOR APRIL 13, 2018, TOWN COUNCIL REGULAR MEETING**

LEADERSHIP REPORTS

- **Mayor's Report**—Submitted by Mayor Voveris:

Since my last report there has been a flurry of meeting activity to include:

March 12 Ambulance Meeting for the BBVFC and SOC (Sponsor's Oversight Committee) where we reviewed call summary (attached), the B70 ambulance needing a \$4,000 transmission repair, the CPSM recommendation for a new ambulance still being investigated, the purchase of 2 Stryker Power Stretchers not to exceed \$36,000, and the contract for ambulance service ending in December 2018. After meeting with the BBVFC the SOC had a separate meeting to discuss the current contract and agreed to approach the BBVFC about contract renewal with requiring an audit by a CPA.

March 15 Meeting with architect Pat Ryan, Chief Crowson, Town Manager Hartman to discuss and review the Chief's plans for repurposing of the PD building and gather information to include in the bid packet for the project.

March 23 Meeting of the SOC for ambulance service was held to discuss the BBVFC response to our request for an audit and their concern about the cost.

March 27 Attended a press conference with local Mayors, DNREC, R.D. James from the Office of the Assistant Secretary of the Army (Civil Works), and Senator Carper and his staff to discuss the upcoming beach replenishment initiative. Tony Pratt of DNREC showed visuals for South Bethany oceanfront homes pre and post dune and took the group on a tour of the Bethany Beach shoreline to see the damage that resulted from storms since the last replenishment. He spoke to the importance of staying the course of replenishment every 3 years and not waiting 5 years as we are now and finding not only the beach needing replenishment but the dune needing reconstruction, as well.

April 04 Filed for another term to serve as the Mayor of South Bethany. This would be my third and final term as allowed under our Charter and allow me time to finish important work on initiatives that are underway.

April 06 Participated in the A.C.T. (Association of Coastal Towns) meeting in Lewes that included Senator Carper and his staff and Mayors of the Coastal towns from Lewes through Fenwick Island. (minutes & handouts are attached)

April 09 Chaired the Ambulance Meeting for the BBVFC and SOC (Sponsors Oversight Committee). Yet another repair is needed on Ambulance B-70 to replace a compressor and will cost up to \$2,000. I am going to work with Chief Brackin to send a letter to DEMA to seek some grant funding for protective vests. Police Departments receive grant money for such and it seems EMT public servants would benefit from such garb. I did ask the BBVFC if I could attend their meeting that night and was not allowed to attend with their attorney citing it was not a public meeting. The Ambulance contract agreement expires in December and as of this date no progress has been made in negotiations.

April 10 Participated in the Pre-Bid Opening for the Police Department repurposing project with Architect Pat Ryan, Chief Crowson, Town Manager Hartman, and Code Constable Hinks. There were 6 possible bidders in attendance. Also participated in the interview process for candidates being considered for the PD Dispatcher/Administrative Assistant position. There were 126 applications received by the Chief and narrowed to 12 for interviews.

April 12 Participated in further interviews of candidates selected for consideration of the PD Dispatcher/Administrative Assistant position.

April 13 Attended the S.C.A.T. (Sussex County Association of Towns) legislative breakfast meeting with Councilman Tim Shaw, Town Manager Maureen Hartman, and the A.C.T. (Association of Coastal Towns) Mayors, who attended to introduce the A.C.T. initiatives and activity.

I am pleased to report Chief Crowson and Town Manager Hartman have accepted renewals of their employment contracts for service during the next 2 years. Our Town is well served with these dedicated professionals at the helm of operations, supported by our competent staff and responsible Town Council government. South Bethany will continue to be "The Best Little Beach in Delaware".

Thank you.

- **Town Manager's Report**—Submitted by Maureen Hartman:
 - On March 6, Councilman Weisgerber and I attended a meeting at the CIB to discuss the floating wetlands project.
 - Met with Jim Smith from Delmarva Power on March 7 to discuss their numerous activities around the area and to discuss lighting issues with the Town.
 - Along with Councilwoman Callaway, met with the representative from Liberty Parks on March 12 to discuss the workout station area.
 - On March 12, attended a BBVFC meeting with Mayor Voveris.
 - Chief Crowson, Mayor Voveris, and I met with architect Pat Ryan to discuss the renovations to the police department.
 - We have received several calls and questions about an article that was in the paper regarding the change to our permit parking requirements. Because of the article, several residents believe that they must purchase parking passes since they live on the west side of Route 1. We've been assuring them that the process hasn't changed and it's still under review.
 - Conference calls with the EOC during the March storm on March 21 and 22.
 - On March 23, met with Mayor Voveris and the other sponsors for a BBVFC meeting.
 - Assist Councilman Weisgerber, Kent Stephan and George Junkin with the floating wetlands project and the surface water matching planning grant.
 - The Charter change requested by the Mayor and Town Council for the South Bethany Town Manager to assume oversight of the police department, is going through the legislative process but the official signing of the Charter change is uncertain. I would like to clarify with the Mayor and Council that the Chief of Police, members of the police force, and other police department employees, will be subject to the direction of the Town Manager, acting on behalf of the Mayor and Town Council. This does not include any specific law enforcement related policies and matters for police officers, although the Town Manager shall be kept informed as necessitated by the Chief. This oversight will be related to administrative, personnel, and financial decisions.
 - Continue to work on budget with the finance director.
 - I have been continuing to work with Mr. Ryan regarding the bid docs/specs for the renovations to the police building. The public notice was published on March 30.

- **Treasurer's Report**—Submitted by Councilmember Boteler:

4/11/2018

Town of South Bethany
Monthly Treasurer's Report - As of Mar 31, 2018
 by Don Boteler, Treasurer



Fiscal 2018 Year-to-Date (5/1/17 – 3/31/18) Revenues and Expenditures

	<u>Adopted Budget</u>	<u>Amended</u>	<u>Total Budget</u>	<u>Actual</u>	<u>%</u>
Total Operating Revenue	\$2,278,867		\$2,278,867	\$2,132,699	94%
Total Operating Expenditures	<u>\$2,278,867</u>		<u>\$2,278,867</u>	<u>\$1,971,829</u>	<u>87%</u>
Revenue less Expenditures	\$0	\$0	\$0	<u>\$164,325</u>	
Revenue from Grants/Donations	\$136,421	\$0	\$136,421	\$146,212	107%
Expenditures from Grants/Donations	<u>\$136,421</u>	\$0	<u>\$136,421</u>	<u>\$85,020</u>	<u>62%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$61,192	
Capital/Reserve Revenue (from Fund Balance)	\$586,102	(\$150,788)	\$435,314	\$285,522	66%
Capital/Reserve Expenditures	<u>\$586,102</u>	<u>(\$150,788)</u>	<u>\$435,314</u>	<u>\$285,522</u>	<u>66%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Total Revenue - All Funds	\$3,001,390	(\$150,788)	\$2,850,602	\$2,564,433	90%
Total Expenditures - All Funds	<u>\$3,001,390</u>	<u>(\$150,788)</u>	<u>\$2,850,602</u>	<u>\$2,342,371</u>	<u>82%</u>
Revenue less Expenditures	\$ -	\$0	\$0	\$222,062	

Fiscal 2018 (5/1/17 – 3/31/18) Summary of Year-to-Date Departmental Budget to Actual

<u>Revenues:</u>	<u>Budget</u>	<u>Amended</u>	<u>Total Budget</u>	<u>Actual</u>	<u>%</u>
Property Taxes	\$511,206		\$511,206	\$512,647	100%
Realty Transfer Taxes	\$355,000		\$355,000	\$397,067	112%
Gross Rental Taxes	\$540,000		\$540,000	\$556,759	103%
Grants	\$136,421		\$136,421	\$146,212	107%
All other revenue	\$872,661		\$872,661	\$666,226	76%
Appropriated Fund Balance	<u>\$586,102</u>	<u>(\$150,788)</u>	<u>\$435,314</u>	<u>\$285,522</u>	<u>66%</u>
Total Revenue	\$3,001,390	(\$150,788)	\$2,850,602	\$2,564,433	90%
	\$0				
<u>Expenditures:</u>					
General & Administrative Department	\$648,721	\$40,000	\$688,721	\$612,076	89%
Public Works Department	\$260,628		\$260,628	\$204,220	78%
Trash	\$317,865		\$317,865	\$291,407	92%
Public Safety Department	\$704,489	\$17,000	\$721,489	\$641,730	89%
Ambulance	\$74,306		\$74,306	\$59,155	80%
Beach Patrol Department	\$251,422		\$251,422	\$267,607	106%
Town Committee	\$29,495		\$29,495	\$16,523	56%
Grants	\$136,421	-\$25,338	\$111,083	\$85,020	77%
Other (Capital)	<u>\$578,043</u>	<u>-\$182,450</u>	<u>\$395,593</u>	<u>\$288,922</u>	<u>73%</u>
Total All Expenses	\$3,001,390	-\$150,788	\$2,850,602	\$2,466,659	87%

Highlights on Revenue

Revenues are tracking to budget.

There are 4 properties with delinquent property taxes.

Highlights on Expenditures

Expenditures are tracking to budget.

- **Police Department Report**—Submitted by Chief Troy Crowson:

DUI Checkpoint

On March 26, 2018 our police department sent Cpl. Mark Burton to a DUI Checkpoint in Rehoboth, Delaware for St. Patrick's Day. This was funded by the Delaware Office of Highway Safety (OHS). OHS was pleased with those officers that worked the checkpoints throughout the state of Delaware during this time. Officers in Delaware made 15 DUI arrests, issued 68 additional traffic arrests, and involved 16 drug arrests.

Veteran Response Team Training

Veteran Response Team Training is associated with the Crisis Intervention Training (CIT) that all officers in South Bethany received in 2015 with more focus on subjects suffering from a mental illness that have been a member of our US Armed Forces. In order to be eligible for this training, an officer must have completed the CIT course as well as being a Veteran of the US Armed Forces. Cpl. Patrick Wiley was selected for this training due to being certified as a member of CIT and having served in the US Air Force.

Administrative Assistant

Our search for our administrative assistant has been narrowed down from 120 applicants that were received from indeed.com – of these 120 applicants, 49 followed through with the South Bethany Police application process and the candidates have been narrowed down to 13 who will be interviewed this Tuesday and Thursday for final selection.

Building Repurpose Project

I have continued to work closely with the Mayor, the Town Manager, and the architect Pat Ryan in regards to the building repurpose project. The pre-bid meeting is scheduled for this Tuesday at 10:00 am. The evidence room's changes are complete. The processing room is receiving a new camera for its video phone. We are currently working on obtaining a fax line to complete upgrading the processing room.

COMMITTEE REPORTS

- **Canal Water Quality Committee** – Submitted by Councilmember Weisgerber:

South Bethany has submitted a proposal for the DNREC **Surface Water Matching Planning Grant** opportunity a 1:1 cash match to possibly offset the costs for the approved SB Canal Sediment analysis. We have been notified that our proposal has passed the initial planning review and has been moved on to the approval council for consideration. They are expected to complete their approval recommendations by April 18th after which the recommended proposal(s) are passed onto the DNREC Department Head for signature, funding allotment and such. The Town of South Bethany should be notified if our proposal was accepted late April 2018. The actual funds should be available end of May 2018.

While discussing our Grant proposal with Jim Sullivan of DNREC he mentioned that the Community Water Quality Grant funds are expected to make available grant funding this coming October for Implementing Surface Water Planning Proposals and based on our proposal we should be in a good position to apply for assistance for our remediation. It is expected to be a 25% match for up to \$100,000.

Floating Wetlands Project (June 2018)

The deployment of 140 floating wetlands into the South Bethany dead end canals and property owners' bulkheads has been moved to June 18, 19, 20 due to plant supplier concerns about meeting May delivery date. The Town, South Bethany Property Owners Association (SBPOA) and Center for Inland Bays (CIB) will be working/coordinating the planting and deploying of the wetlands.

The mats will be concentrated at the canal dead ends. Each dead end will typically have an assembly of four to six floating wetlands which will form a floating island that is 8 feet wide by 16 or 24 feet long. These floating islands will be attached to the bulkheads.

In addition to the approximately 114 floating wetlands located at the dead ends there will be 26 individual wetlands attached along the bulkheads for homeowners who have volunteered to have a wetland attached to their bulkhead.

Floating wetlands have been used numerous places to reduce nutrients and minimize algal blooms. The wetlands require minimal maintenance. The plants are expected to remove nutrients and solids from the canal waters.

Feasibility Analysis to Mitigate High Concentrations of Nitrogen and Phosphorous in the South Bethany Canals Project (May 2018)

South Bethany in conjunction with Woods Hole Group has finalized plans to conduct the analysis. The unexpected appearance of Grant funding has delayed the start date to late May 2018 (see above).

- Bathymetric Survey to identify locations, depth
- Subbottom Profiling to volume of material
- Sediment Core sampling to identify material and concentrations of nitrogen and phosphorus

The objective is to identify the characteristics of the sediment that is on the bottom of our canals so remediation approach(es) can be planned and presented to Town Council for consideration.

- **Charter and Code Committee** – Submitted by John Fields, Chair:

The Charter and Code Committee has drafted two ordinances, 191-18 and 192-18, for a first reading at the Council meeting scheduled on April 13, 2018. These ordinances amend Chapter 104 and Chapter 114 to remove the requirement that annual notices sent to property owners are sent only by first class mail and to modify notification procedures.

- **Communications and Public Relations Committee** – Submitted by Councilmember Stevenson:

The Committee will meet next on May 11 at 2pm to discuss final plans for summer activities. Sub-committees will be forming in May for the Independence Day Float and Town 2019 Anniversary Celebration Planning. The next activity for the Committee will be to assist as hostesses for the South Bethany Photography Exhibition Open House to be held on June 9th at 6pm.

A Letter developed by the Committee to be included in all Rental License Mailings was completed and is being sent out as Licenses are requested. The Letter includes timely advice and pertinent information such as Suggestions for Improving Properties; Important Contact Information; Emergency Numbers; Trash, Recycling and Yard Waste Schedule Information; Town and Beach Rules; and a Schedule of 2018 Summer Activities.

Summer activities have been added to a South Bethany Summer Fun Calendar. They include the annual Band Concert at Town Hall on July 3rd. Our Town Beach Vendor will set up a stand for refreshments at the performance. Two movies will be held, one on July 11, and the last one on Saturday August 11th. The August 11th event will feature a hot dog picnic and games prior to the movie. An entry in the Bethany Beach Independence Day Parade will also be part of the summer activities.

The Committee will continue our very popular summer boot camp program and yoga offerings on the beach. Yoga will be held Monday, Tuesday, Thursday and Saturday at 8am and Wednesday at 6pm. Boot Camp will continue on Tuesday and Saturday mornings at 7:30am. Both volunteers who teach these classes are South Bethany Residents. Sites of all activities on the beach will be adjusted to accommodate the upcoming beach replenishment project. Signage directing participants to alternate sites has been developed. Exact dates and times for programs will be listed on the Summer Fun Calendar posted May 1 on all bulletin boards, the Web site, and Facebook page.

- **Community Enhancement Committee** – Submitted by Councilmember Callaway:

The last CEC meeting was held on March 26, 2018: The following CEC members were in attendance: Sue Callaway, Chair; Garnet Timbario; Donna Farrow; Carol Stevenson; and Don Chrobot. Due to illness, Diann Nazarian participated by remote access. No members of the public were present.

Update from Department of Public Works: Don Chrobot announced that all plants have been ordered along with 300 grasses for the Route 1 Median rain gardens. Seasonal preparation around town is in full working mode. It was sadly announced that Don Chrobot will be retiring effective August 1, 2018.

Update on Power Wash Flyer: The new flyer was initially sent in an Email News Update on Thursday, March 29 and will be sent again on scheduled dates in April.

Update on the Proposed South Bethany Fitness Area: Sue Callaway along with Don Chrobot and Maureen Hartman met with Charlie Walker of Liberty Parks Equipment on March 12th to discuss the site preparation for the Fitness Area. It was agreed to use the Engineered Wood Fiber as it meets the required accessibility standards. The initial layout will feature 4-5 pieces of equipment and double-sided signs to eliminate over use of signage. Liberty is donating a blank sign and frame that will be used for the Welcome sign that also lists items as required by the town's insurance company. The draft text for this sign was approved by the insurance company on March 28, 2018. We are working with Signarama to create the Welcome Sign using the approved language. Don is working with a contractor who will grade the area and prepare the land after April 16th for equipment installation sometime after May 1. All preparation costs will be funded by the FY 18 funds and will be spent by April 30. All fitness equipment will be ordered after the passage of the FY 19 budget on April 13th. As an Earth Day activity, the CEC will hold a fitness area clean-up on **Tuesday, April 24th at 10:00 am**. The group will gather to clean-up and enhance the area surrounding the fitness area. A CEC meeting will be held at 11:30 am after the clean-up. The Letter of Request regarding the future grant opportunity was sent to Bob Ehemann of the DE Department of Parks and Recreation. This letter acknowledges the town's FY 18 and FY 19 expenditures toward the fitness area and allows those funds to be used as the required match for the forthcoming grant opportunity sponsored by the Parks Department. Gratefully, the town received the signed Certificate of Investment on April 5th confirming that our expenditures may be used as the required match. The grant's RFP has been announced and the grant is due May 21st with grant awards determined by September. Should SB be awarded the grant funds, they will be used to improve the fitness area.

Review and Selection of all Photography Exhibit Submissions and Discussion of Photography Exhibit Details such as size of photos, framing requirements and layout of Exhibit: All photography submissions were reviewed by CEC and decisions regarding their acceptance were made. The group approved 22 photographers to participate in the Exhibit. A “congratulations” letter of notification was sent to photographers on March 30th. The CEC has organized deadlines and dates, the layout of the room for the Exhibit and the Opening Night and tasks associated with identifying photographers’ work. The CEC will set-up the room on Friday, June 8th following the Town Council meeting held at 2:00 pm that day. The group will continue set-up on Saturday, June 9th prior to the Opening Night that evening. Email News Updates will be sent out in the coming weeks to notify SB homeowners about the Opening Night and the Exhibit.

Update on Adopt-A-Canal Program: The application for the New Castle Road End had been received and CEC members will meet with the new adopters on Saturday, April 21st to discuss design options. This road end is the last “top priority to be adopted” end as determined by CEC several years ago. The CEC is appreciative of the property owner’s willingness to adopt. In addition, new adopt signs and wire stands have been ordered and a few more adopt contest signs have been ordered to accommodate future contests. Contest dates have been confirmed for June 29th to July 20th. Information regarding the ADOPT Contest will be forwarded to all adoptees in the coming weeks.