

<b>TOWN OF SOUTH BETHANY TOWN COUNCIL BUDGET WORKSHOP MEETING MINUTES MARCH 22, 2018</b>
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**MEETING CALLED TO ORDER**

Mayor Voveris called the March 22, 2018, Town Council Budget Workshop Meeting to order at 2:00 p.m.

**ATTENDANCE**

PRESENT: Councilmembers Sue Callaway, Tim Saxton, Carol Stevenson, Frank Weisgerber, and Mayor Pat Voveris; Town Manager Maureen Hartman; Chief Troy Crowson; Finance Director Renee McDorman; and Administrative Assistant Pam Smith

EXCUSED ABSENCE: Councilmembers Don Boteler and Tim Shaw

**ADOPTION OF MINUTES**

- **Public Meeting on FY2019 Draft Budget Minutes, March 9, 2018** – A motion was made by Councilmember Saxton, seconded by Councilmember Weisgerber, to accept the March 9, 2018, Public Meeting on FY2019 Draft Budget Minutes. The motion was unanimously carried.
- **Town Council Regular Meeting Minutes, March 9, 2018** – A motion was made by Councilmember Saxton, seconded by Councilmember Stevenson, to accept the March 9, 2018, Town Council Regular Meeting Minutes. as amended as follows (additions are *highlighted*):

Page 14: Councilwoman Stevenson spoke to Chief Crowson about morale issues and said that morale comes from the top and he as Chief needed to work on addressing and correcting that. *Chief Crowson stated that morale is also based on changes that are made.*

The motion was unanimously carried.

**DISCUSSION AND POSSIBLE VOTE ON CHANGING THE POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT/DISPATCHER TO A PART-TIME POSITION (CHIEF CROWSON)**

Chief Crowson stated that the part-time position will be 30 hours a week and this would enable the Police Department to have the seasonal administrative assistant/dispatcher for the 2018 summer season. Chief Crowson stated that in the future he may try to get approval from Council to take the 30 hour a week part-time position to a full-time position.

**Motion and Vote:** After discussion, a motion was made by Councilmember Callaway, seconded by Councilmember Weisgerber, to change the Police Department Administrative Assistant/Dispatcher full-time position to a part-time position. The motion was unanimously carried.

**FY2019 (MAY 1, 2018 TO APRIL 30, 2019) DRAFT BUDGET REVIEW TO INCLUDE DISCUSSION AND POSSIBLE VOTE ON ANY LINE ITEM PROPOSED FOR THE FY 2019 BUDGET (BUDGET AND FINANCE COMMITTEE MEMBER JOE MORMANDO)**

Budget and Finance Committee Member Joe Mormando reviewed the FY 2019 Draft Budget.

G&A – Town Functions/Discretionary Expenses line item: It was noted that this can be used for the purchase of paper goods, balloons, decorations, etc. for the Communications and Public Relations Committee sponsored events.

Council discussed the importance of funding the reserves and the ARM account.

After discussion, Council did not approve the request to move the Beach Patrol Captain position to full-time with partial costs in G&A and other half of the year costs in Beach Patrol budget. Noting that in the pre and post season the Beach Patrol Captain does work that he is not compensated for, Council agreed to expand the part-time Beach Patrol position to seven months and leave \$5,000 in the G&A budget to cover the expense. Mayor Voveris suggested utilizing the Beach Patrol Captain's post season time to work on a project on the G&A side to get a feeling for whether or not this would be a good fit. Councilmember Saxton thinks the Town Manager should have the option to come back next year with a stronger job description for Council to look at again.

**Public Safety:**

Chief Crowson stated that the part-time officer position was eliminated in 2015 when the department hired the extra full-time officer. With that full-time position being eliminated, Chief Crowson said the department would rely on the part-time assistance during June Bug week, high volume times such as July 4, and voids in schedules due to FMLA issues, etc. Council agreed to put \$8,000 in the budget for the part-time police officer.

Chief Crowson submitted the following to Council as part of the meeting packet:

*Please review the information that follows regarding the Town vehicle I drive.*

- 2008 Ford Expedition purchased March 25, 2008
- Mileage on the vehicle is 140,137
- Depreciation listed in the ARM account is \$24,496.00 which is full depreciation
- Kelley Blue Book Value is listed at \$2933 - \$4486
- The majority of repairs have been done at Atlantic Auto where records show \$6000
- The bulk of repairs have been made during the last year
- Pittsville Motors estimates \$1,000 of repairs should be made now per their inspection
- Last budget the Council asked I wait one more year to obtain a new vehicle.

*In anticipation of getting a new vehicle for FY 2019 I did not include money for possible repairs. Given the age and mileage for this vehicle I would like to include \$5,000 for such. There is a certainty that this vehicle will continue to need repair or replacement of parts (power steering, water pump are two possibilities) and without money included in the FY 2019 I run the risk of not staying within budget.*

*Thank you for your consideration.*

*Respectfully submitted  
Chief Crowson*

Chief Crowson stated that he would like to retain the capability of having a four-wheel drive vehicle. After discussion Council agreed to increase the DPS – Car Maintenance line item from \$5,000 to \$7,500 and noted that \$2,500 in repairs on the Chief's vehicle in FY2019 might be a trigger to replace that vehicle. Mayor Voveris stated that Chief Crowson is responsible for keeping Council informed on this expense. Council agreed the option of leasing police vehicles as suggested by the Town Manager was worth looking into further.

**Capital Expenditures:**

Microphones – After discussion, Council agreed to purchase 7 hard wired microphones for the Council table at a total cost of \$7,780. Mr. Mormando will seek approval from the South Bethany Property Owners Association to increase their donation of \$2,000 to \$3,500 which would leave a balance of \$4,280 that the Town would pick up.

Police Building Expansion – Councilmember Saxton said it is not designated where the funds for the police building expansion will come from to his satisfaction. Councilmember Saxton believes Council should tag that capital expense because he does not want to hit the reserves too hard. Councilmember Saxton believes it should be marked that the first \$75,000 comes out of the Panco donation fund and the Sussex County grant fund. Mayor Voveris stated that Chief Crowson has already put \$45,000 of Sussex County grant monies towards the project. Mayor Voveris said what Chief Crowson committed to was \$100,000 in grant money - \$50,000 from the Panco donation and \$50,000 from Sussex County grant money. Councilmember Saxton believes the FY2019 Sussex County grant money should be tagged for the police building expansion project. Mayor Voveris said that would be imposing on the Chief's ability to fund other things that the police department needs. Chief Crowson said he does not have any problem with utilizing as much grant funding as possible towards the police building expansion, but he can't be locked down to say that he is not going to have other police needs such as police uniforms and ammunitions. At this time no change was made to this line item.

After discussion Council agreed not to obtain a free dump truck through the LESO program, noting the large size of the dump truck and the cost of insuring the vehicle.

#### **PUBLIC COMMENT PERIOD**

Dan Cowell (110 Henlopen Dr.) – Asked for clarification on the Police Department Administrative Assistant/Dispatcher position.

#### **ADJOURNMENT**

A motion was made by Councilmember Callaway, seconded by Councilmember Saxton, to adjourn the March 22, 2018, Town Council Budget Workshop Meeting at 3:37 p.m. The motion was unanimously carried.