

**TOWN OF SOUTH BETHANY
TOWN COUNCIL WORKSHOP MEETING MINUTES
MAY 19, 2017**

MEETING CALLED TO ORDER

Mayor Voveris called the May 19, 2017, Town Council Workshop Meeting to order at 10:00 a.m.

ATTENDANCE

PRESENT: Councilmembers Don Boteler, Tim Shaw, Carol Stevenson, Frank Weisgerber, and Mayor Pat Voveris; Town Manager Maureen Hartman; Chief Troy Crowson; Code Enforcement Constable Joe Hinks; and Administrative Assistant Pam Smith

PRESENT BY REMOTE ACCESS: Councilmember Sue Callaway

EXCUSED ABSENCE: Councilmember Wayne Schrader

UPDATE FROM TOWN MANAGER ON TOWN ACTIVITY

Status of Town Hall and Police Station Front Deck: The Town Manager and the Code Enforcement Constable met with the contractor yesterday and brought to his attention that the spacing on the joist system was too wide for commercial application. The Code Enforcement Constable, the Town Manager, and the Maintenance Supervisor also made observations that the workmanship on the installation quality was not satisfactory. These lead to questions regarding warranty concerns.

The contractor said he would speak with the company representative and get back to the Town. The Town Manager spoke with the representative yesterday and they are proposing to put joists in every eight inches (the manufacturer's specs call for joists every 12 inches), redo the steps, seal the screws that were set too deeply, and seal areas that they did not think were sealed. The Town Manager stated that this still opens up some warranty issues.

In addition, there is an issue with slipping on the deck.

The Town Manager deferred to Council on whether or not the Council wanted to accept the contractor's resolution.

Council discussed temporary mitigating measures to alleviate the safety problem of slipping. The following suggestions were made: Mats, carpet strips, or adhesive strips. Council agreed that action to alleviate the slipping problem needed to be taken immediately.

The Code Enforcement Constable stated that the Town can defer to the manufacturer's specifications. He said that the deck was not installed per the manufacturer's specifications. It would behoove the salesperson and the installers to follow manufacturer's specifications in order to offer the warranty that the manufacturer would stand behind.

It was noted that the project was not put out to bid.

After discussion, Council agreed that the Town Manager will go back to the contractor and report that Council has decided they want the deck to be done correctly and in accordance with installation standards and the 8-inch joist spacing is not acceptable. Since the contractor will need to replace the deck, the Town Manager can inquire what material for the deck could be used that is comparable but not slippery. Also, the Town Manager can reach out to the manufacturer to see what they can do.

Street Issue on W. 4th St.: Two of the areas where Delmarva Power cold patched the paving on W. 4th St. due to the installation of lights on Canal Dr. were beginning to undermine (sink). The Town Manager contacted Delmarva Power and they came back out and cold patched it again, and once again it started to undermine. The Town Manager wanted Council to know when Delmarva Power does independent patching it falls on the Town to complete the work if it is in the Town's easement. The Maintenance Supervisor is going to make sure it is taken care of. The Town Manager stated that W. 4th St. is on hold for microsurfacing until these two areas are fixed.

Microsurfacing Update: Everything seems to be going well. The Town has received a couple of comments mostly regarding inconvenience. The project is running a little behind schedule.

Election Day Update: Yesterday the Staff met with the members of the Board of Elections and the Election Workers to review the election process. It was noted that if there is an election next year Town Hall should not be open to other events that weekend.

No Smoking Signs: The Town should be getting a proof for the No Smoking signs soon.

ADOPTION OF MINUTES – MAY 12, 2017, TOWN COUNCIL REGULAR MEETING

A motion was made by Councilmember Shaw, seconded by Councilmember Boteler, to accept the May 12, 2017, Town Council Regular Meeting Minutes.

Discussion: Councilmember Callaway stated that she would like to see a happy medium in the minutes between not as detailed as they previously were but not as general as they currently are.

Councilmember Callaway noted that her name was misspelled in the Planning Commission report. (Administrative Assistant's Note: The correction was made prior to posting the adopted minutes.)

The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilmembers Stevenson, Weisgerber, Callaway, Boteler, and Shaw

AGAINST THE MOTION: None

The motion was unanimously carried.

DISCUSSION ON BID RESULTS FOR BID NO. 17-04 TOWN OF SOUTH BETHANY POLICE STATION ADDITION RECEIVED MAY 17, 2017, AT 2:00 P.M.

Mayor Voveris reviewed the Bid Tabulation Sheet for Bid No. 17-04 of which Council had a copy. She noted that six companies had purchased the plans. One of those companies did not show, and two of those companies submitted a "No Bid". Of the three companies that did submit a bid, the lowest Base Bid was almost \$225,000. The Base Bid does not include the 2' Addition to Base Bid, the Conference Room, the 2' Addition to the Conference Room, or the Shower/Locker Room. Mayor Voveris stated that the Town had anticipated doing everything at just under \$154,000. Mayor Voveris stated that it is disappointing and extremely expensive. Mayor Voveris noted that the company that did the estimate that is posted on the Town's website came in with a "No Bid" and when asked what their base bid would have been they said \$225,000.

Councilmember Callaway stated that she thought the whole bid that the Town was looking at was \$232,000. Mayor Voveris stated that the \$232,000 included the architect's preparation of Architectural, Structural, Mechanical, Electrical, and Plumbing Engineering Design Drawings and Site Engineering (\$29,000), a 10% contingency, the Building Construction Cost (\$135,200), the Supplemental Footings (\$5,000), the two-foot additional building width (\$12,800), and the

porcelain plumbing fixtures in Detainee Bathroom (\$750). Mayor Voveris noted that from the estimate given in December of 2016, the Town was looking at the Base Bid and the Add Alternates to come in at \$153,750. The actual Base Bids and the Add Alternates came in at almost \$300,000.

Council discussed repurposing the existing building to address the most critical liability concerns.

Mayor Voveris said the architect said he would work with the repurpose of the building for an immediate address of the liability issues and come up with a drawing for the Town (at no cost) that the Town could implement in the short term.

Councilmember Callaway expressed concerns about spending money to repurpose the existing building and then still have the need to enlarge the building in the future.

DISCUSSION AND POSSIBLE VOTE TO REJECT ALL BID RESULTS FOR BID NO. 17-04 TOWN OF SOUTH BETHANY POLICE STATION ADDITION

Motion: A motion was made by Councilmember Shaw, seconded by Councilmember Boteler, that Council reject all bid results for Bid No. 17-04 Town of South Bethany Police Station Addition.

Discussion: Along with repurposing, Councilmembers Weisgerber, Callaway, and Stevenson suggested looking at other resources (such as working with neighboring Police Departments) to fill all of the requirements that the Police Department has to follow.

Mayor Voveris stated that she does not think it is possible to not expand the building in some fashion at some point. Mayor Voveris said repurposing the building is a quicker fix to address liability but it is not an end all.

Regarding an expansion to the building, Mayor Voveris stated that she thought Budget and Finance could look at the costs and recommend how to pay for it. Mayor Voveris said it could be a loan, a tax increase, or tap into the ARM account. Budget and Finance Committee Member Chris Keefe suggested a fundraising campaign.

Councilmember Callaway stated that if the Town is going to move forward with getting the architect to do a proposal on the repurposing of the Police Department building, Chief Crowson and perhaps Councilmember Boteler from the Budget and Finance Committee should be involved in the repurposing plan and take that time to look at all of those lists of requirements that the Town was told it had to have and how Chief Crowson can look at other outside resources if needed. Councilmember Callaway does not think it is smart to spend \$150,000 on repurposing the building and then find out a couple years from now that the Police Department needs to do another building.

Mayor Voveris stated that in pursuing a repurposing conceptual plan there is no movement for spending any money – it is at this point looking at a plan. Mayor Voveris said the architect is coming in next Thursday to meet with her, the Town Manager, the Chief, and the Code Enforcement Constable to show what he can accomplish with the existing floor.

Councilmember Callaway asked if the \$224,000 Base Bid gets the Police Department building anywhere near close to what was wanted originally. Chief Crowson said yes that in the very least you would have the processing room separate from the evidence room. Mayor Voveris noted that the \$224,000 compares to the initial estimate of \$140,000.

In response to a question from Councilmember Weisgerber, Mayor Voveris stated that the architect is not going to give any estimates regarding costs on repurposing the building, he is only going to talk about a floor plan. If Council voted to move forward with the construction, the Town would bid it out on its own.

Vote: The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilmembers Stevenson, Weisgerber, Callaway, Boteler, and Shaw

AGAINST THE MOTION: None

The motion was unanimously carried.

DISCUSSION AND POSSIBLE VOTE ON PURSUING AN ALTERNATIVE CONCEPTUAL PLAN REGARDING THE POLICE DEPARTMENT PROJECT.

Motion: A motion was made by Councilmember Shaw, seconded by Councilmember Weisgerber, to pursue an alternative conceptual plan regarding the Police Department project.

Discussion: Mayor Voveris stated that this would be a conversation with the architect at a meeting next Thursday looking at what could be done short term. The architect will bring ideas on paper to the meeting. Attending the meeting will be the architect, the Town Manager, the Chief of Police, the Code Enforcement Constable, and Mayor Voveris. Councilmember Callaway requested that Chief Crowson have a list of all the requirements that the consultant brought up.

The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilmembers Stevenson, Weisgerber, Callaway, Boteler, and Shaw

AGAINST THE MOTION: None

The motion was unanimously carried.

PUBLIC COMMENT PERIOD

Diann Nazarian (20 Peterson Dr.) – Stated that when she came home yesterday she got halfway through Cat Hill and had to turn around because the road was closed due to the microsurfacing project.

ADJOURNMENT

A motion was made by Councilmember Boteler, seconded by Councilmember Weisgerber, to adjourn the May 19, 2017, Town Council Workshop Meeting at 11:30 a.m. The voting was as follows:

FOR THE MOTION: Mayor Voveris and Councilmembers Stevenson, Weisgerber, Callaway, Boteler, and Shaw

AGAINST THE MOTION: None

The motion was unanimously carried.