



## Minutes of the Regular Town Council Meeting Monday, May 11, 2015

### 1. Call Meeting to Order

Mayor Krause called the May 11, 2015 Regular Town Council Meeting to order at 7:05 PM in the upstairs meeting room of the Slaughter Beach Memorial Volunteer Fire Company. Council members present were Mayor Bill Krause, Vice Mayor Amy Parker, Treasurer Jackson Gingrich, Secretary Glenn Stieffenhofer, and Councilperson Kathleen Lock. Community members in attendance are shown on the attached sign-in sheet.

### 2. Welcome and Announcements

Mayor Krause welcomed everyone to the meeting. He reminded everyone that the meetings are recorded for purpose of preparing accurate meeting minutes and requested anyone with comments or questions to state their name and to speak loudly. The Mayor thanked everyone for their attendance and said we have a lot to get through tonight.

### 3. Approval of the May 11, 2105 Regular Town Meeting Agenda

**Motion:** A motion was made by Amy Parker to approve the May 11, 2015 meeting agenda. Glenn Stieffenhofer seconded the motion. **The motion carried unanimously, 5 – 0.**

### 4. Approval of the April 13, 2015 Regular Town Meeting Minutes

**Motion:** A motion was made by Amy Parker to approve the minutes of the April 13, 2015 regular Town Meeting. Kathleen Lock seconded the motion. **The motion carried 4 – 0; Mayor Krause abstained due to his absence from the meeting.**

### 5. Reading of Correspondence

#### a. Congratulations from NWF's headquarters

Letter from the NWF's headquarters congratulating Slaughter Beach on becoming the 83<sup>rd</sup> Certified Community Wildlife Habitat in the nation, and the 3<sup>rd</sup> community in Delaware.

#### b. Building permit approved for interpretive signs and improvements

Building permits were approved by DNREC for the new interpretive sign and improvements at the pavilion.

#### c. David Saveikis - DNREC

In order for Slaughter Beach to meet the certification goals for the NFW program, we needed another open area to be certified. DNREC's Division of Fish and Wildlife Director David Saveikis agreed to participate with the Milford Neck area and send a letter of support, which helped us meet that goal.

**d. Parks & Recreation Grant**

*There is a new Parks and Recreation Grant. The deadline is Friday, July 10, 2015 for this matching parks grant. Mayor Krause said any suggestions for using the grant are welcome.*

*Bill McSpadden proposed a partnership with the Delaware Nature Society for a boardwalk on the Marvel Salt Marsh Tract. They can put it in anyway but it would be nice to have a place at the table. It will cost us nothing because ½ of the money would be from the state and ½ would be from DNS and we will have no liability in the end. Bill McSpadden asked for permission to discuss this further with DNS.*

**e. Municipal Street Aid**

*The Town has received the Municipal Street Aid affidavit, which Amy filled out and sent in.*

**f. Kelly Wells**

*Mayor Krause read a letter that Kathleen Lock received from Colonel Nathaniel McQueen, Jr. regarding State Police Sgt. Kelly Wells presentation to the Town last month.*

**g. Easement agreement done**

*DNREC agreed to our changes to paragraph 4 to give the Town discretion in hiring the contractor to remove the pavilion if necessary. They also agreed to a minor change I suggested to the third paragraph on page 1 to clarify that the pavers were part of the defined Kiosk term. David Small signed the agreement.*

**6. Reports**

**a. Treasurer**

**i. Treasurer's Report**

*Jackson Gingrich presented the April 1 – 30, 2015 Treasurer's Report. In April 2015, the General Fund had deposits of \$2,171.00 and expenses of \$9,920.11 leaving an ending balance of \$5,596.99. The Municipal Street Aid Fund had no deposits and expenses of \$1,174.97 leaving an ending balance of \$8,580.67. The Realty Transfer Tax Account had deposits and interest totaling \$11,660.00 and expenses of \$1,313.37 leaving an ending balance (including CD) of \$525,256.25. The Tax Collector's Account remains the same since January with a balance of \$1,067.94. Summing the above, the Town's total ending cash balance as of April 30, 2015 was \$560,501.85. The FEMA Escrow Account balance is \$71,650.00. The detailed Treasurer's Reports are posted on the Town website under the Town Council tab at <http://slaughterbeach.delaware.gov/town-council/financial-reports/>.*

**Motion:** *A motion was made by Kathleen Lock to approve the April 1 - 30, 2015 Treasurer Report subject to audit. Amy Parker seconded the motion. **The motion carried unanimously, 5 – 0.***

**ii. Finance Committee – FY16 Budget**

*For FY16, we will go to a monthly budget that is allocated appropriately across the months that the expenses and income actually occur. In FY15, we incurred higher legal expenses that had not been budgeted. We had anticipated a \$10,000.00 surplus that would have been used to establish a reserve fund (as part of our general fund) that was*

*recommended by the auditors last year. We should have a preliminary budget for FY16 to vote on in the next month or two.*

**iii. Change Dean Hazzard to semi-monthly payroll**

*Jackson Gingrich reported that this has been taken care of.*

**b. Building Inspector/Floodplain Manager**

*Jackson Gingrich reported for Building Inspector Bob Clendaniel who was not at the meeting. The Building Inspector has prepared two reports, which separate his Building Inspector duties from his Flood Plain Administrator duties. A total of 7.5 hours were accounted for in April 2015 and four permits were issued for a total \$250.00. A total of 7.5 hours were accounted for in April 2015 for the FPA most of which was for the preparation of the FEMA conference call. The detailed Building Inspector/Flood Plain Administrator Reports are posted on the Town website under the Town Council tab at <http://slaughterbeach.delaware.gov/town-council/financial-reports/>.*

*Amy Parker reported that she met with Bob Clendaniel regarding the Fire Departments proposed new tower. The new tower would be 5' shorter than the existing tower and would have cameras to monitor the bay for Homeland Security. Bob thinks that everything will be fine for the permitting.*

**c. Tax Collector**

*Treasurer Gingrich reported that there was no change in the Tax Collectors Report since January 2015.*

**d. IT Committee –Report on new email server**

*Ellen Barag reported for the IT Committee. She has set up the new Town emails that are separate and distinct from the individuals personal email accounts. The new email accounts are:*

<b>Email</b>	<b>Display Address</b>
<a href="mailto:Mayor@SlaughterBeachDE.com">Mayor@SlaughterBeachDE.com</a>	Slaughter Beach Mayor
<a href="mailto:ViceMayor@SlaughterBeachDE.com">ViceMayor@SlaughterBeachDE.com</a>	Slaughter Beach Vice Mayor
<a href="mailto:Treasurer@SlaughterBeachDE.com">Treasurer@SlaughterBeachDE.com</a>	Slaughter Beach Treasurer
<a href="mailto:Secretary@SlaughterBeachDE.com">Secretary@SlaughterBeachDE.com</a>	Slaughter Beach Secretary
<a href="mailto:Councilperson@SlaughterBeachDE.com">Councilperson@SlaughterBeachDE.com</a>	Slaughter Beach Councilperson
<a href="mailto:TownClerk@SlaughterBeachDE.com">TownClerk@SlaughterBeachDE.com</a>	Slaughter Beach Town Clerk
<a href="mailto:ITAdministrator@SlaughterBeachDE.com">ITAdministrator@SlaughterBeachDE.com</a>	IT Administrator

*Ellen offered to assist anyone that needs help setting up the new email accounts on their personal devices. Ultimately, Kathy McSpadden will be responsible for administering the accounts when there is turnover on Council or employees that have a new email address.*

**e. Town Street Committee**

**i. Sandpiper Drive emergency repairs.**

*McIntyre Paving hasn't responded. Jimmy has a couple of calls into them.*

**ii. Passwaters Drive**

*Discussion of conversation with Delaware Launch Service, the Mayor, and Jimmy Dalton regarding possible changes to the existing agreement.*

*Jimmy has a quote from Jerry's Paving for \$12,000.00 for "crush and run" to repair Passwaters Drive. We will need to get another estimate on this. Mayor Krause suggested we get a more permanent solution and split the cost with the Launch Service. The agreement hasn't changed at this time. Amy Parker said that two residents have complained that folks are four wheeling in the area. This is on the side streets and these people are trespassing on properties.*

**iii. Other items, repairs, or updates**

*None.*

**iv. Council discussion and votes on the above**

*No vote because there is not enough data.*

**f. Mayoral and Council Updates**

**i. Recap of FEMA conference call on April 15**

*Finishing up on the CAV report. Bob Clendaniel sent Darlene the latest information she needed on flood vents.*

**ii. Recap of meeting with DNREC**

*Commercial fishermen have the right to use the whole bay right up to the shoreline. It would take legislation to change this and that won't be easy to change. There are two or three bad ones, but most are good. Call the DNREC 24-hour hotline if there is a complaint. There has been one incident already of game wardens being called on commercial fishermen this season.*

**iii. Report on other meetings**

*None.*

**iv. DuPont Nature Center**

*Carol Ramos is sponsoring "Turtle Crossing" signs. Many turtles have been "mushed" already this year. She has five signs and is looking for suggestions for where they can be hung.*

*Carol also provided a laminated sign with contact numbers to call if injured wildlife is found. The sign is posted on the Town bulletin board at the Fire House.*

**7. Old Business**

**a. Grants**

**i. Wastewater Management Feasibility Study Grant**

*The initial grant funded by the Coastal Programs Office and the Financial Management Assistance Branch was completed. This study determined that it is feasible to run a sewer line through town but it will be very expensive. We will apply for a second grant from the USDA and we are waiting for input from DBF. This isn't a priority for DBF so they are slow in responding. They will write a complete Statement of Work for inclusion in the proposal to USDA.*

**ii. Sea Level Rise Grant**

*Completing a request for proposal to hire a contractor. DBF has completed the drawings to elevate the Tucker House at 313 Bay Avenue. As reported last month, the Hendricks house has been withdrawn due to poor soil conditions*

**iii. USDA Grant**

*We are working on a grant application for \$30,000 as an add-on to the Wastewater Management Feasibility Study we discussed a few minutes ago. This grant would not be a matching grant. It would be a full grant and would cover the engineering studies that need to be done. There is no deadline for the application to be submitted.*

**iv. 2015 Parks and Recreation Grant**

*This is a 50% matching grant and the due date is July 15, 2015.*

*One suggestion on the table is to assist DNS to build a boardwalk on the Marvel Salt Tract. Those plans have been in the works for a while, and DNS does not need us to approve a boardwalk. However, we view it as an opportunity to partner with them. A concern was raised as to where vehicles would park. Carol Ramos asked about parking on the site. Bill McSpadden noted that the boardwalk would be directly across from Marvel Drive and school buses already park on Marvel Drive.*

*The proposed boardwalk would have a small observation tower. The Town would have to execute a 25-year lease with DNS. Liability and maintenance would be the sole responsibility of DNS.*

**Motion:** *A motion was made by Kathleen Lock to allow Bill McSpadden permission to proceed with negotiations with DNS to form a partnership to apply for the Parks and Recreation grant. Amy Parker seconded the motion. **The motion carried unanimously, 5 – 0.***

**v. 2014 Town Park Grant**

*Kathleen Lock reported that Raymond from All-Pro showed up on Thursday to mark up areas to be repaired and All Pro made the repairs today. They also put painted the Pickle Ball lines and repaired a small tear at the basketball court.*

**vi. Sussex County Shared Safety Grant**

*FY 2015 grant is \$17,500.00, which is an increase of \$5,000.00. We have to act now as the grant request must be submitted and must be spent or committed by June 30, 2015. A discussion was held concerning the cost of security cameras, as recommended by the Delaware State Police. Det. Kelly Wells addressed the Council with a recommendation that she felt would deter crime. The proposed costs also include costs for an electrician and for the electric company to mount a meter at each location as needed. To put a*

camera at each bridge location will cost \$8,900. It will cost \$2,262 to mount a camera overlooking the pavilion.

Amy Parker recapped conversations with the State Police, and discussed the safety grant implications. Jackson mentioned that we only have 2 crimes per year.

**Motion:** A motion was made by Amy Parker to proceed with the camera purchase not to exceed \$15,000.00 and to use the balance of the grant to fund State Police patrols. Kathleen Lock seconded the motion. **The motion carried 4 – 0. Treasurer Gingrich abstained.**

**vii. Sussex County \$10,000 Development Grant**

Update on Osprey platforms. Bill McSpadden said the osprey platform was installed and a pair of nesting ospreys have taken up residence at the Marvel Salt Marsh tract. On May 31, the town will be presented a certification as a Wildlife Habitat Community.

We revised our easement agreement with DNREC before making improvements at the pavilion. This will allow the town to tear down the pavilion if it is damaged by a storm. Kathleen Lock made a motion to approve the agreement with DNREC, as drawn up by DNREC and reviewed by our attorney. The motion was seconded by Jackson Gingrich. **The motion carried 5 – 0.**

**viii. May 30 event with the National Wildlife Federation.**

Bill McSpadden noted that this is an opportunity for Slaughter Beach to be promoted. Collin O'Mara will travel to Slaughter Beach to present a formal certification to the Town as a Wildlife Habitat Community. A cookout is planned and will be prepared by several volunteers. Those volunteers prepared a proposal for food purchases. Molly Moran will and other members of the press will cover the event.

**Motion:** Kathleen Lock motioned to allow up to \$1500.00 for the celebration for the WHC for the Town. Glenn Stieffenhofer seconded the motion. **The motion carried 5 - 0.**

**ix. Yoga at the Beach**

Y-Yoga owner Bev Geffin has agreed to do yoga classes at the Town Pavilion on the last Sunday morning of each month. Donations from this month's class will go to Napal. Future class donations may go to Slaughter BEEP to provide assistance for funding to purchase native plant materials. Amy Parker asked if the residents would be notified via email blast and offered to send out that notice.

**b. Town Newsletter**

The 2015 Town Newsletter was sent out to all residents via email, if on the listserv, and regular mail if not on the listserv. The newsletter was also posted on the Town website. Thanks to Vice Mayor Amy Parker for editing and to Kathy McFadden for mailing process. Only five newsletters were returned and Kathy will look into why.

**c. Charter Change**

Thank you letter to Senator Simpson and Representative Kenton for the legislative approval for the Charter changes. The Governor has signed the Charter change.

**d. Memorandum of Understanding with Sussex County (MOU)**

*An MOU was drafted with Sussex County which outlines the specific duties of each party pertaining to the Town's FPO. Once the document is in final draft form the Council and the Town attorney will review and approve.*

**e. Job Description for Flood Plain Administrator and Code Enforcement Officer**

*Motion: Kathleen Lock motioned to approve the job description for the Code Enforcement Officer / Flood Plain Administrator. Jackson Gingrich seconded the motion. **The motion carried 5 – 0.***

**f. Safety and Evacuation Plan**

*Kathleen Lock reported that she contacted Terry Jester twice, but has not heard back. No report at this time.*

**g. Voting**

*Bill Krause mentioned the 6:00 PM Board of Elections meeting. There will be a list of voters to be available at June Council Meeting and on website, plus Town Office on June Saturday Mornings, 10 AM to 12 Noon.*

**8. New Business**

**a. Agricultural Land Preservation**

*This year the State budget proposes cutting the budget available for agricultural land preservation. Amy has drafted a letter to send to the State asking that the budget for FY '6 meet last year's budget.*

**b. Town Mailbox**

*The cost will be approximately \$100, and it will be needed for the upcoming election. Amy Parker made a motion to budget \$250 to purchase the equipment for a new town mailbox in time for the upcoming election. Kathy Lock seconded. **The motion carried 5 – 0.***

**c. Rental Properties**

*The Landlord Tenant code was modified by the General Assembly, exempting short-term vacation rentals from the Landlord Tenant code. Amy Parker mentioned that we don't know which properties are rented and there are occasions when the town needs to send legal notices to those domiciled in the Town. Amy also mentioned that we could require homeowners to apply for a rental license so we would know which properties are rented over the long-term.*

**d. Homeowners Welcome Letter and Renters Informational Brochure**

*The tri-fold brochure is for people who purchase properties on the beach. It includes important contact information and guidelines for safe fun. Beth Yost drafted the brochure and put in information about pets and bonfires, etc. There will be a separate brochure for renters.*

*Glenn Stieffenhofer will contact Angela Tibbett to see if the homeowners welcome brochure can be included with the annual tax bill. As property transfers occur, the Treasurer will be responsible for mailing the welcome brochure to the new property owners.*

**e. May 30<sup>th</sup> Presentation of Town Certification**

*Done above in 7 viii.*

## 9. Public Comment

*Carol Ramos reminded everyone that the Peace, Love and Horseshoe Crab Festival is Saturday, May 16, 2015 between 10 AM – 3 PM at the DuPont Nature Center. Volunteers are still needed to sell soda and hotdogs. .*

## 10. Upcoming Events

- **Colin O'Mara presentation to the Town as a NWF Certified Community Wildlife Habitat– May 30<sup>th</sup>, 3 PM**
- **Large Item Pickup – June 1<sup>st</sup>**
- **Annual Town Meeting – June 6<sup>th</sup>**
- **Town Committees – Monday, June 9, 2015 at 6 PM**
- **Regular Town Council Meeting – Monday, June 8, 2015 at 7 PM**
- **Voter Qualification (if not on current list) – Saturday, June 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>, 10 AM – 12 Noon at the Town Office**

## 11. Adjournment

***Motion:*** *A motion was made by Kathleen Lock to adjourn the meeting. Amy Parker seconded the motion. **Motion carried unanimously, 5 – 0.** The meeting adjourned at 8:59 PM.*

Respectfully submitted,

*Glenn Stieffenhofer*

**Glenn Stieffenhofer  
Secretary**

**SLAUGHTER BEACH TOWN MEETING**

**Board of Elections Meeting, 6 PM and Regular Town Meeting, 7 PM**

**May 11, 2015**

PLEASE PRINT

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Marry Walsh			
Bj Bjander	451 Bay		
Becky Craft	571 Bay		
Drew Gost	307 Bay		
Cynthia Lujan	525 Bay		
David Wasilowski	559 Bay	122 0828	
John Foley	450 Bay		