



Minutes of the Regular Town Council Meeting Monday, June 8, 2015

1. Call Meeting to Order

Mayor Krause called the June 8, 2015 Regular Town Council Meeting to order at 7:04 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 and announced that because there were only two people that filed for candidacy for the two open Council seats, there will not be an election this year. Harry Ward will be the new Council member and Bill Krause will remain on Council and Jackson Gingrich will "retire". Mayor Krause thanked everyone that was able to attend and/or support the Bra's for a Cause event held last Wednesday. Mayor Krause (the Horseshoe Crab King) modeled a horseshoe crab themed outfit created by Kelly Quinn, which raised \$1900.00 during the fundraising event sponsored by the Sussex County Chapter of the Women's Council of Realtors. Mayor Krause promised to make a second appearance at the 7th Annual SBSC Regatta to continue fund raising efforts. Proceeds will benefit the Delaware Breast Cancer Coalition and provide educational funds for the Sussex County Chapter of the Women's Council of Realtors.

3. Approval of the June 8, 2105 Regular Town Meeting Agenda

Mayor Krause noted two minor changes to the agenda. The Board of Elections meeting that was scheduled for 6 PM tonight was cancelled so instead of a review of the meeting we will be tying up a few loose ends at this meeting. The list of property owners will not be available at this meeting (stike agenda item 7f).

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 May 11, 2015 BOE Meeting Minutes and the Regular Town Meeting Minutes

Motion: A motion was made by Kathleen Lock to approve the minutes of the May 11, 2015 regular Town Meeting. Amy Parker seconded the motion. **The motion carried unanimously, 5 – 0.**

Motion: A motion was made by Kathleen Lock to approve the minutes of the May 11, 2015 BOE meeting. Glenn Stieffenhofer seconded the motion. **The motion carried 4 – 0; Treasure Gingrich abstained since he was not in attendance for most of the meeting.**

5. Reading of Correspondence

a. Safety Grant Check

The check for the Safety Grant was received in the amount of \$17,500.00.

6. Reports

a. Treasurer

a.i. Treasurer's Report

Jackson Gingrich presented the May 1 – 31, 2015 Treasurer's Report. In May 2015, the General Fund had no deposits and had expenses of \$12,507.56 leaving an ending balance of \$13,089.43. The Municipal Street Aid Fund had no deposits and had expenses of \$431.99 leaving an ending balance of \$8,148.68. The Realty Transfer Tax Account had deposits and interest totaling \$191.98 and expenses of \$2,494.50 leaving an ending balance (including CD) of \$522,948.76. The Tax Collector's Account has a balance of \$1,096.31. Summing the above, the Town's total ending cash balance as of May 31, 2015 is \$545,288.35. 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 May 1 – 31, 2015 Treasurer Report subject to audit. Amy Parker seconded the motion. **The motion carried unanimously, 5 – 0.**

a.ii. Finance Committee – FY16 Budget

The Finance Committee reported that we will end FY15 with a surplus in the town budget and there is no thought of a proposed tax increase anytime in the near future. The RTT account is above budget. The general fund came out fine in large part due to the grants. Spending wise for next fiscal year, the general fund will increase about 3 or 4% due to building of new houses (permits), but our expenses will increase marginally because trash and recycling costs will go up; otherwise we see no big changes in the general fund. We put the revenue for the MSA Grant and the Safety Grant into the general fund and anticipate they will be the same, though the legislature has proposed a reduction in the MSA funds. Should this happen, we will be okay. About half of the MSA grant goes towards streetlights and the other half goes towards re-shelling roads. If we have to, we will use funds from the RTT account, which covers capital expenditures to keep us adequately funded for street repairs. In general, we need to pay more

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attention to the RTT account. Our auditor and bookkeeper have gone through how we spend the RTT funds and we determined that in the past we have been parsimonious in how we spend it, which is addressed in the FY16 budget. We are looking at allocating approximately \$20,000.00 from the RTT account for economic development and other programs that we historically have funded from the general account. The auditor has recommended that we start to establish a reserve in the general fund rather than zeroing it out as we have in the past. We will have the FY16 budget to vote on for the July Council meeting.

Vice Mayor Parker asked if we are over budget on trash/recycling costs. Kathleen Lock replied that we are under budget to date with Treasurer Gingrich noting that we have not been billed for the special trash pick up.

Mayor Krause pointed out that did not anticipate the large legal fees that we incurred this year. We were budgeted for \$15,000.00 and the expense to date is \$28,122.00 through June 1st. What was going to be put towards funding our reserves this year basically went towards legal expenses.

We anticipate that the audit will be cleaner this year due to better record keeping and requested that our auditors complete it by September to comply with our Charter requirements.

b. Building Inspector/Floodplain Manager

b.i. 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 12.75 hours were accounted for in May 2015 and no permits were issued. 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/>.

b.ii. Status of New Tower for Fire Department

The fire department wants to replace the communications tower that is located behind the firehouse. The old tower is 65' high and the new tower would only be 60'. If they move the tower it becomes complicated with FEMA/Floodplain regulations, so they are modifying their design to keep the same footprint.

Additionally, the fire department wants to pave the area behind their storage shed on the marsh side of their property where they park their boat trailer. Bob Clendaniel doesn't believe there are any issues regarding floodplain. Mayor Krause is working with the fire department and Harvey Kenton on the grant to get this done. The fire department will have to dedicate the land to public use to qualify for the grant. The

money cannot be given directly to the fire department and will need to go through the Town.

c. Tax Collector

Treasurer Gingrich reported that \$28.37 was collected in May, bringing the balance of the Tax Collectors account to \$1,096.31.

d. IT Committee –Report on new email server

Mayor Krause reported that Ellen Barag has created the new email addresses for the Town and several people have started using them. The new email accounts will allow us to separate personal emails from town business.

He said the town mailbox has arrived and that Dean Hazzard will install it soon. It is a secure box and will be accessed by a combination keypad.

e. Town Street Committee

e.i. Sandpiper Drive emergency repairs.

Jimmy Dalton reported that he has given up on McIntyre Paving due to non-response. He reported that he approached another outfit that can deliver shells but can't spread them. He called another company that has shells and can distribute. Jimmy will continue conversations with this company. If we are stuck and need to do something quickly, he plans to talk to the launch service to see if they would be able to spread the shells if they were delivered.

e.ii. Passwaters Drive

Once things dried out, Jimmy doesn't feel that Passwaters is as bad as he originally thought.

e.iii. Other items, repairs, or updates

Vice Mayor Parker spoke with a representative from DelDot and learned that a New Jersey company is brought in to do crosswalk striping in Delaware. This conversation was in regards to a potential crosswalk connecting the fire department parking lot to the town parking lot. Amy said that DelDot is looking into and she would report when she has more information and added that we would want DelDot to do the crosswalks to eliminate liability to the Town.

e.iv. Council discussion and votes on the above

No vote because there is not enough data.

f. Mayoral and Council Updates

f.i. Recap of Town Celebration on Saturday, May 30, 2015

Mayor Krause reported that this was a spectacular event that was well attended and thanked the food committee for the wonderful job they did. He said one of our key

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objectives is raise our profile so people know we are here. The new kiosk is quite a contribution to the Town and with public access to the beach and the different things we are doing for wildlife preservation, we received good press with this event.

There are two signs that we would like to post at the entrances to Town announcing that we are a Certified Wildlife Refuge Community. Mayor Krause and Bill McSpadden surveyed potential spaces and with Council input believe the best spot might be 50' to 100' away from the Slaughter Beach signs as you enter from the North and South ends. Sign needs to be 10' from roadway.

f.ii. Boating and Fishing Violations

Mayor Krause posted signs on bulletin board that were provided by Carol Ramos. The signs provide the hotline number for reporting violations.

f.iii. Turtle Crossing Signs

Carol Ramos is providing four signs.

f.iv. Report On Other Meetings

None.

f.v. Jackson Gingrich, our Retiring Treasurer

Mayor Krause thanked Jackson Gingrich our retiring treasurer.

7. Old Business

a. Grants

a.i. Wastewater Management Feasibility Study Grant

The grant was completed several months ago. There is nothing new to be reported.

a.ii. Sea Level Rise Grant

Kathy Lock reported that she submitted a rather lengthy Request for Proposal document to Barrett Edwards, Town attorney for his review and comments. After his review, the document will be modified and submitted to DEMA and FEMA for their review. The Tucker's have asked that all construction be delayed until after Labor Day.

a.iii. USDA Grant

Mayor Krause signed the paperwork for the grant proposal. We can't submit the proposal to USDA until Davis, Bowen & Friedel have developed a Statement of Work, which will be submitted to USDA as part of the proposal package.

a.iv. 2015 Parks and Recreation Grant

Bill McSpadden and Kathy Lock met with the Delaware Nature Society to discuss the possibility of forming a partnership to construct a boardwalk and observation deck on

the Marvel Saltmarsh Tract. We are considering submitting a matching funds grant proposal to the DNREC Division of Parks and Recreation. DNS has approached Karen Bennett of DNREC's Fish and Wildlife Division to determine if that agency might have funding to assist with the matching requirement.

Pre-application must be submitted by July 15th. We need to execute a lease with DNS for at least 25 years in order to be eligible for grant funds. There is a cancellation option included in the lease in the event that the grant application is not successful. There is also a "hold harmless" clause in the lease that protects the Town. DNS will also be responsible for any maintenance. Phase 1 of the grant will be for the design only. Next year we can apply for a grant for the construction.

a.v. Town Park and Tennis Court

The tennis court is under warranty. Amy Parker reported that there is some additional buckling but it won't be apparent until the weather changes.

a.vi. Pavilion Landscaping funds from Comcast

Glenn Stieffenhofer approached Comcast about a \$1,000 grant for landscaping around the Town Park. Comcast provisionally approved the request but asked for a formal request. A letter was prepared and submitted to Comcast. Glenn was told that it could take 3 – 6 months until we receive the funds.

a.vii. Sussex County Shared Safety Grant

We received a grant for \$17,500. Approximately \$14,500 is going to camera installation. We're hoping for installation of the security cameras to be completed by the end of June.

State Police patrols began last week. We anticipate spending \$3,000 of the \$17,500 on June patrols. Once all that money has been spent, we can then reapply for 2016 funds.

a.viii. Sussex County \$10,000 Development Grant

We received \$10,000 from Sussex County for economic development. Some of the funds were spent on pavers at the new kiosk, and some funds were spent on landscaping, park benches and the osprey nest. We have a balance of \$5,134 left in that grant. Bill McSpadden discussed the possibility of using approximately \$600 of that funding for wildlife signage. A discussion ensued about the possibility of opening the fence on the south side of the park to allow use of the park bench on that side of the tennis court.

b. Memorandum of Understanding with Sussex County (MOU)

Amy Parker indicated that we must execute a Memorandum of Understanding with Sussex County. Amy and Mayor Krause will take on that task in the next few months.

c. Safety and Evacuation Plan

Nothing to report.

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d. **Town Mailbox**

Nothing to report.

e. **Rental Properties**

Rental property brochures have not been completed, but homeowner brochures are in final form. Glenn Stieffenhofer reported that the plan is to send the brochures out with the new tax bill that Angela Tibbett is preparing. He dropped off a mock-up of the brochure to Angela so that she could visualize the size and weight of the paper brochure. Glenn also reported that we still need to figure out how to get the brochure to residents who don't have their tax bill mailed directly to their home. A discussion ensued about installing an information kiosk at the town park.

Amy Parker suggested that we look into identifying rental properties in town and potentially discuss what to do if there is a problem rental property. Amy suggested that we go on HomeAway.com to look at short-term rentals and there are currently 12 properties in Town that advertise on that site. Amy also indicated that we may need to get names and contact information on long-term rentals, if in the future we need to send out legal notices to residents.

An additional discussion ensued about code enforcement and how and who will that be accomplished.

f. **Update from 6 PM Board of Elections Meeting**

Mary Lyde Esposito discussed the fact that the Town will not hold a formal election this year. Kathy McFadden addressed that the Town is ready to hold an election and there is a User's Manual for reference in future elections.

The Town will not be open on Saturdays to register voters since we are not holding an election. Kathy Lock spoke to the fact that we are also developing a database of residents that we will use in the future to compare information against the Sussex County list of freeholders. Our list will be updated regularly when data comes in with Realty Transfer Tax payments.

8. **New Business**

a. **Board of Adjustment**

Amy Parker said that we may want to address Board of Adjustment officers in July or August. Jimmy Dalton is still willing to serve on the Board of Adjustments.

b. **Fire Company Donation**

Bill Krause said that last year we gave a \$3,000 donation to the Fire Company, and donated \$500 to the Ladies Auxiliary. The Council discussed whether to provide the donations in July or put it off until August or September when the town realizes new tax revenue.

9. **Public Comment**

None

10. Upcoming Events

- *List of Slaughter Beach property owners based on Sussex County Records available for review on June 13th, 20th, and 27th, 10 PM – 12 Noon in the Town Office - **Cancelled***
- *Election, if needed – July 4th, 8 AM – 12 Noon at the Fire Department - **Cancelled***
- *Town Organization Meeting – July 13th, 6 PM*
- *Regular Town Council Meeting – July 13th, 7 PM*
- *Regatta – July 4th*

11. Adjournment

Motion: *Kathy Lock made a motion to adjourn. Jackson Gingrich seconded the motion. **The motion passed unanimously 4-1.** Mayor Krause adjourned the meeting at 8:36 p.m.*

Respectfully submitted,

Glenn Stieffenhofer

Glenn Stieffenhofer

Secretary

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