

1. 2:00 P.M. Town Council Meeting Briefing Materials Agenda

Documents:

[TOWN COUNCIL MEETING AGENDA AMENDED 01.16.2026.PDF](#)

- 1.I. 2:00 PM Town Council Meeting Briefing Materials

Documents:

[JANUARY 16, 2026 IH DECEMBER 2025 TOWN COUNCIL FINANCE REPORT.PDF](#)

[JANUARY 16, 2026 IVB MATT KIRKS RESUME.PDF](#)

[JANUARY 16, 2026 IVC DONNA NEIMILLER RESUME.PDF](#)

[JANUARY 16, 2026 IVD PENNONI DRAINAGE PURCHASE ORDER.PDF](#)

AMENDED 1/12/2026



**Town of Bethany Beach
Town Council Meeting
Friday, January 16, 2026, 2:00 PM**

The Bethany Beach Town Council will hold a meeting at 2:00 p.m. on Friday, January 16, 2026, in the Bethany Beach Town Meeting Room, 214 Garfield Parkway, Bethany Beach, DE 19930.

THIS MEETING IS OPEN TO THE PUBLIC

The meeting may be viewed on two internet platforms:

The Town's Website at www.townofbethanybeach.com, click on the Government Tab, then go to the left side of the page, and click on Live Video Broadcast

Or

Go to our YouTube channel at www.YouTube.com/BethanyBeachGov

AGENDA

I. OPENING OF REGULAR MEETING

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of the Agenda
- E. Approval of Minutes of Regular Meeting held on November 21, 2025
- F. Approval of Minutes of the Executive Session held on November 21, 2025
- G. Approval of Minutes of the Special Meeting held on December 15, 2025
- H. Approval of Financial Report
- I. Announcements/Recognition of Visitors and Public Comment

II. REPORTS

- A. Report from the Police Accountability Committee (Hardiman)
- B. Report from the Cultural & Historical Affairs Committee (C. Calef)
- C. Report from the Town Manager (Graviet)

AGENDA PUBLIC DISCUSSION – Public Comment Regarding Agenda Items will be Heard After Initial Council Discussion and Prior to Any Council Vote Being Taken

III. OLD BUSINESS

IV. NEW BUSINESS

- A. Presentation of a Check to Justin's Beach House for a Fundraising Initiative conducted by the Bethany Beach Police Department (Calef)
- B. Discussion, Consideration and Possible Vote on the Appointment of Matt Kirks to the Board of Adjustment (Calef)
- C. Discussion, Consideration and Possible Vote on the Appointment of Donna Neimiller to the Audit Committee (Calef)
- D. Discussion, Consideration and Possible Vote on approving the funds (\$50,000) needed to meet the match requirement for the Surface Water Matching Planning Grant for Bethany West Flooding/ Drainage Study (Graviet)

ITEMS OF BUSINESS LISTED ON THE AGENDA FOR THIS MEETING MAY BE REFERRED TO THE PLANNING COMMISSION FOR CONSIDERATION. THE AGENDA ITEMS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE ADDITIONAL ITEMS INCLUDING EXECUTIVE SESSIONS OR THE DELETION OF ITEMS INCLUDING EXECUTIVE SESSIONS WHICH ARISE AT THE TIME OF THE MEETING. ADDITIONAL ITEMS MAY BE REFERRED TO THE COUNCIL FROM THE COMMITTEES THAT MEET BETWEEN THE POSTING OF THE AGENDA AND THE COUNCIL MEETING.

Posted: January 9, 2026

Amended: January 12, 2026

Town of Bethany Beach
Revenue Report
Fiscal Year 2026
As of December 31, 2025 - Period 9 of FY 2026 (75%)

	Budget	Received Year to Date	To Date Over (Under) Budget	Year to Date % Collected		Budget	Last Fiscal Year 2025 Dec-24	% Collected
Property Taxes	2,130,000	2,145,696	15,696	100.7%		2,130,000	2,122,637	99.7%
Real Estate Transfer Tax	1,000,000	1,114,144	114,144	111.4%		1,000,000	716,165	71.6%
Rental Tax	2,175,000	2,121,080	(53,920)	97.5%		2,175,000	2,170,274	99.8%
Licenses & Permits/Fees	1,160,000	1,195,957	35,957	103.1%		1,127,000	1,029,647	91.4%
Parking Meters, Fines & Permits	4,167,000	3,817,812	(349,188)	91.6%		3,040,000	3,128,811	102.9%
Police / Traffic Tickets	51,000	36,552	(14,448)	71.7%		51,000	39,672	77.8%
Contributions & Misc	72,000	64,166	(7,834)	89.1%		64,000	72,656	113.5%
Investment Income	537,000	447,263	(89,737)	83.3%		525,000	479,797	91.4%
Total General Fund	11,292,000	10,942,670	(349,330)	96.9%		10,112,000	9,759,659	96.5%
Trash fees	1,705,000	1,709,728	4,728	100.3%		1,705,000	1,703,649	99.9%
Interest & Other	54,000	67,094	13,094	124.3%		25,000	42,168	168.7%
Sanitation Dept	1,759,000	1,776,822	17,822	101.0%		1,730,000	1,745,817	100.9%
Water Usage	1,723,000	995,256	(727,744)	57.8%		1,435,000	877,847	61.2%
Other Fees & Interest	143,000	129,677	(13,323)	90.7%		143,000	172,004	120.3%
Sinking Fund Fees	246,000	245,943	(57)	100.0%		246,000	246,663	100.3%
Impact Fees	75,000	75,544	544	100.7%		75,000	74,002	98.7%
Totals Water Dept.	2,187,000	1,446,420	(740,580)	66.1%		1,899,000	1,370,516	72.2%
Grand Total	15,238,000	14,165,912	(1,072,088)	93.0%		13,741,000	12,875,992	93.7%

Town of Bethany Beach
Expenditure Report
Fiscal Year 2026
As of December 31, 2025 - Period 9 of FY 2026 (75%)

	Operating Costs				Capital & Debt		Grants	
	Approved Budget	Expended Yr to Date	Percent Expended	% Exp Dec-24	Approved Budget*	Expended Yr to Date	Approved Awards	Expended Yr to Date
Administration & Transportation	1,612,000	1,207,851	74.9%	77.1%	159,000	152,958	-	-
Police	3,033,000	2,350,433	77.5%	79.5%	162,000	131,629	241,066	184,020
Parking	924,000	700,580	75.8%	90.9%	16,000	15,930	-	-
Alderman Court	48,000	34,081	71.0%	70.5%	-	-	-	-
Beach Patrol	1,055,000	1,047,473	99.3%	98.7%	-	-	-	-
Streets & Parks	1,601,000	1,045,308	65.3%	70.8%	1,590,000	719,219	258,902	5,910
Stormwater Management	257,000	142,359	55.4%	80.0%	1,561,000	163,422	985,286	123,205
Beach, Boardwalk & Comfort Station	589,000	483,572	82.1%	88.9%	698,000	104,239	-	-
Building Official	350,000	289,412	82.7%	75.6%	-	-	-	-
Bandstand & Entertainment	409,000	340,140	83.2%	87.8%	70,000	67,624	-	-
Historical/Cultural & Parade	60,000	43,073	71.8%	66.2%	-	-	-	-
Total General Fund Expenditures	9,938,000	7,684,281	77.3%	81.3%	4,256,000	1,355,021	1,485,254	313,136
Sanitation	1,408,000	940,553	66.8%	69.7%	90,000	84,587	-	-
Water Department	1,629,000	1,203,548	73.9%	72.7%	1,778,000	314,180	135,663	50,785
Water Department Debt Service					246,000	169,642	-	-
Total Water Dept Expenditures	1,629,000	1,203,548	73.9%	72.7%	2,024,000	483,822	135,663	50,785
Grand Total	12,975,000	9,828,382	75.8%	78.9%	6,370,000	1,923,430	1,620,917	363,921

* The Capital Budget includes funds carried forward from FY 2025; \$1,564,000 in the General Fund, and \$363,000 in the Water Fund.

Town of Bethany Beach
Quarterly Balance Sheet - Internal Use Only
As of December 31, 2025 - Period 9 of FY 2026 (75%)
All numbers in thousands

	General Fund	Sanitation Fund	Water Fund	Total
ASSETS				
Cash and Cash Equivalents	1,559	94	612	2,265
Investments	14,510	1,889	2,952	19,351
Receivables:				
Taxes - Property and Transfer	131	-	-	131
Interest	105	4	24	133
Sanitation Fees	-	8	-	8
Water Sinking Fund Fees	-	-	2	2
Water Usage Fees	-	-	12	12
Other Receivables	-	1	1	2
Due from other funds	229	-	-	229
Prepayments	140	7	10	157
Restricted assets				
Sinking fund fees for Debt Service	-	-	92	92
Impact fees for Water Capital	-	-	12	12
Water Fund Grant Cash	-	-	-	-
TOTAL ASSETS	16,674	2,003	3,717	22,394
LIABILITIES				
Due to other funds	-	-	-	-
Accrued payables	63	53	74	190
Deferred revenue	157	-	-	157
TOTAL LIABILITIES	220	53	74	347
FUND BALANCE				
Committed funds:				
Non spendable - Prepaid	140	7	10	157
Capital Projects remaining current year	2,901	5	1,464	4,370
Debt Service payments remaining current year	-	-	76	76
Cultural & Historic Affairs Committee	49	-	-	49
Post-employment health care reserve	325	-	-	325
Storm Emergency Reserve	3,957	-	-	3,957
Capital Replacement Reserves	5,254	788	1,967	8,009
Unassigned	3,828	1,150	126	5,104
TOTAL FUND BALANCE	16,454	1,950	3,643	22,047
TOTAL LIABILITIES & FUND BALANCES	16,674	2,003	3,717	22,394

MATTHEW KIRKS, Geomatics LS

614 6th Street, Bethany Beach, DE 19930
matt@mybeachfun.com

Phone: 301-325-5520

PROFESSIONAL PROFILE

Experienced leader in the civil engineering industry. Independent, strategic thinker with excellent verbal and written communication skills. Results and detail oriented with strong organizational, planning, leadership, analysis, problem solving, and relationship management skills. Ability to read and understand complex construction documents. Senior AutoCAD technician with 34 years of experience in implementing systems and managing staff. Proven success in analyzing, developing, coordinating and implementing complex projects. Thorough knowledge of governmental procurement methods. Ability to inspire and mentor junior team members.

PROFESSIONAL EXPERIENCE

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA),

Professional Geomatics Land Surveyor

February 2013–Present

- Project Manager for the implementation of the Geomatics Office historical document scanning project and ensuring adherence to WMATA policies, procedures and quality control. Assessed and assigned scanning priorities to the contractors that worked on this project.
- Developed and implemented the approach to the historical document scanning project that includes the procedures for file storage to ensure documents are easily traceable and retrievable with controlled access.
- Responsible for developing technical specifications, scope of work, independent cost estimates, project budget analysis and project documentation for Geomatics Office.
- Managed CAD consultants in the development of the Emergency Response Maps and organized/streamlined the CAD drawing procedures.
- Geomatics Office procurement administrator, ensuring that all contract management policies and procurement regulations and procedures are followed.
- Prepares and reviews various types of surveys that include boundary, track, control, easement, legal descriptions, topographic & planimetric data, CADD drawings, and technical survey reports for accuracy, completeness and ensures compliance with WMATA design criteria, survey procedures and standards.
- Prepares and reviews statement of work documents for survey contract work and provides recommendations to ensure that the Authority's current needs are met.
- Reviews survey consultant proposals for technical accuracy and completeness.

MACRIS, HENDRICKS & GLASCOCK, PA, Professional Land Surveyor

September 1999–February 2013

- Program manager for a multi-million-dollar expansion of the corporate limits and development of Brunswick, Maryland. Managed the field and office surveying work of the field crews and office personnel. This project included all aspects of residential and commercial land development surveying from initial the boundary to final lot corners being set.
- Managed specification writers in the development and implementation of CAD standard specifications.
- Responsible for the deployment of a new CAD software platforms for 30 end users.
- Supervised a team responsible for the execution of boundary, ALTA and topographic surveys, plat, lot and stakeout computation.
- Analysis of architectural and structural drawing to ensure accuracy of technical specification.
- Responsible for conducting real property research at the Land Records and Tax Assessment office in Maryland, DC and Virginia.
- As a District of Columbia Licensed Surveyor, responsible for project management of all DC survey projects.
- Led an organization-wide effort to innovate, plan and implement technological standards for the corporate information systems.
- Assist the CIO in daily end user technical support needs.
- Consistently recognized for delivering quality projects on time and within budget.

POTOMAC CONCRETE RESTORATION, INC., Principal February 1997–September 1999

- Owned and operated a decorative concrete business.
- Main responsibilities included
 - Construction project management, including project proposals, budgets and scheduling.
 - Partnered with clients on detailed project design, layout and implementation.
 - Managed 10 employees in all phases of the construction process.
 - Ensured safe working conditions.
 - Responsible for budget management and payroll.

MACRIS, HENDRICKS & GLASCOCK, PA, Land Surveyor /CADD Tech. May 1994–March 1997

- Responsible for boundary, ALTA and topographic surveys, plat, lot and stakeout computation.
- Trained field personnel on procedures and processes for collecting field data.
- Review of architectural and structural drawing prior to computation.
- Import, export and process data from/for the data collector.
- Land Records and tax office research in Maryland and Virginia

PERRY HARMAN & ASSOCIATES, INC., Residential Real Estate Appraiser

March 1992–April 1994

- Maryland and District of Columbia licensed residential real estate appraiser.
- Inspected single and multi-family properties.
- Produced appraisal reports for financing.
- Residential review appraiser.

PROFESSIONAL ACCREDITATIONS

Professional Land Surveyor

District of Columbia (LS901388)

2005 - Present

Residential Real Estate Appraiser

District of Columbia

1992 - 1995

Maryland

1992 - 1995

EDUCATION

Walter Johnson High School, Bethesda, MD 1980 Graduate

Montgomery College, Rockville, MD 1983 - 2019

Catonsville College, Catonsville, MD 1985 - 1987

Prince Georges Community College 2001 - 2002

PROFESSIONAL ASSOCIATIONS

District of Columbia Association of Land Surveyors 2001 - Present

Director at Large 2002 - 2005

Treasurer 2009 - 2014

Webmaster & Events 2009 - 2025

President 2014 - 2015

California Land Surveyors Association 2005 - 2010

Vice President 2007

Secretary 2008

CIVIL ASSOCIATIONS

Boy Scouts of America 2002 - 2006

Cub Scout Leader & Surveying Merit Badge Counselor 2002 - 2005

Rotary Club of Newbury Park 2005 - 2009

New Generations / Youth Chairman 2005 - 2008

Named as a Paul Harris Fellow 2007 & 2009

Metro Bethesda Rotary Club 2009 - 2011

Donna M. Neimiller

Email – dneimiller@gmail.com ♦ Cell - 410-458-0723

Highly accomplished professional with extensive experience in financial, operational and information system management. Recognized for building comprehensive business models and collaborating closely with executive management teams.

Professional Experience

Rockland Industries, Inc. – Corporate headquarters located in Baltimore, Maryland (June 1985 to present)

Chief Financial Officer and member of Board of Directors for a privately held, vertically integrated, domestic manufacturer and global sales leader of specialty textile products.

Progressed from ground floor opportunity, developing comprehensive experience in all accounting functions. Maintained focus on strengthening the efficiency and integrity of financial statement reporting.

Heavily involved in establishing and monitoring internal control compliance and financial risk management.

- Refinement of procedural practices and internal control oversight.
- Responsible for the search and selection of independent accounting firms to conduct annual financial statement audits and income tax preparation.
- Functioned as the primary liaison throughout the examination process through publication of annual certified financial statements and preparation of state and federal income tax returns.
- Trusted relationships with lenders, successfully completing semi-annual reviews in accordance with major financing institution loan agreements.
- Successful completion of periodic state and federal corporate income tax audits.

Partnered across corporate subsidiaries and divisions to build comprehensive business models:

- Aligned domestic and international sales projections with production forecast models to optimize utilization of multi-state manufacturing facilities.
- Developed supply chain planning, capacity scheduling and cost center analytics to optimize utilization of proprietary manufacturing resources.
- Established metrics to enhance corporate market performance. Efforts resulted in increased product quality and delivery to enhance customer satisfaction.

Served as Chief Information System Architect, proposing an ambitious, corporate-wide, software upgrade:

- Defined system requirements, integrating APICS/ASCM proven methodologies utilized by best-in-class manufacturers.
- Selection of SAP, a world-class ERP system leader, offering a fully integrated software solution.
- Lead collaborator with SAP implementation team, guiding customized system configuration in alignment with unique corporate operational requirements.
- Developed targeted SAP reporting tools to monitor and refine key performance metrics.
- In response to ever increasing global competition, these resources were instrumental in yielding economic consolidation of multi-state production facilities.
- Results secured continued financial statement profitability, balance sheet ratios and cash flow support.

Throughout tenure, participated in strategic corporate restructuring initiatives:

- Involved in the execution of various corporate start-ups, acquisitions, mergers and divestitures.
- Instrumental in securing necessary capital financing needs, including business working capital lines of credit, new equipment financing and long-term debt instruments.
- Served as corporate trustee in post-covid restructure filing

Education

Bachelor of Science - Accounting, Towson University
Successfully completed all sections of CPA exam on first sitting
APICS (American Production and Inventory Control) coursework
ASCM (American Supply Chain Management) coursework



Town of Bethany Beach
Purchase Order of \$40,000 or More
For Town Council Approval

Date of Request: 01/16/2026

Vendor Name: Pennoni

Address: PO Box 927328

Philadelphia, PA 19182-7328

Phone: (717) 620-5993

Description of Purchase:

Engineering services for drainage planning grant to include surveying, an existing conditions assessment, a feasibility analysis of drainage improvements, and the development of conceptual designs.

Total Cost: \$ 100,000.00

Reason for selecting this vendor:

Pennoni applied for a matching planning grant and it is an engineering services contract

Other Bidders and Bid Amount:

No other bidders

Approved by Council: _____

Agenda Title: Discussion, Consideration and Possible Vote on approving the funds (\$50,000) needed to meet the match requirement for the Surface Water Matching Planning Grant for Bethany West Flooding/Drainage Study

Surface Water Matching Planning Grant for Bethany West Flooding/Drainage Study

At the August 15, 2025, Council Meeting, the Town Manager discussed the need for a drainage study in a portion of the Bethany West community. A small area of Bethany West drains to the Assawoman Canal, while a major drainage channel exists along the Town's southern boundary, separating Sea Colony from the Town's corporate limits. Although the areas draining to the Assawoman Canal generally function well, certain areas that drain into the southern channel experience ongoing drainage issues. Town crews previously performed maintenance and cleaning of this channel. To further evaluate these concerns, the Town requested that its engineers apply for a planning grant through the Surface Water Matching Planning Grant Program.

This proposed project will build upon prior efforts associated with the Town's comprehensive stormwater management planning. The study area extends from Radial Drive to the unnamed canal located along the southern edge of Bethany West at the shared parcel line with Sea Colony. The study will evaluate the existing stormwater collection and conveyance system, including pipes, inlets, driveway culverts, and swales crossing Radial Drive and Fernwood Circle, as well as areas along Half Moon Drive, Tudor Court, Brookeview Court, and Spring Lake Drive. The project area encompasses approximately 50 acres and includes roughly 1,775 linear feet of piping, driveway culverts, and swales.

Since that time, the Town has been awarded a matching planning grant in the amount of \$50,000. The total estimated cost of the project is \$100,000, with \$50,000 funded by the Town and \$50,000 provided through the Surface Water Matching Planning Grant Program.

The Town will work with Pennoni Associates to complete the proposed scope of work, which includes surveying, an existing conditions assessment, a feasibility analysis of drainage improvements, and the development of conceptual designs.