

MINUTES

FRANKFORD TOWN COUNCIL

April 6, 2015

Town Council	Joanne Bacon, Pres.	
Roll call:	Pamela Davis, Vice-Pres.	
	Velicia Melson, Sec. /Treasurer	
	Jesse Truitt- <b>Absent</b>	
	Charles Shelton	
Town Employees:	Terry Truitt, Town Administrator- <b>Absent</b>	
	David Ward	
Others:	Bryan Murray	Edward Ash
	Albert Franklin	Barbara Franklin
	Russell Davenport	James Sample
	Greg Welch	Robert Murray, Sr.
	Jerry Smith	Maria Counts, Coastal Point
	Janet Hearn	Bernard Lynch
	Dawn Beck	Duane Beck
	Marty Presley	Tony Presley
	Clarence Quillen	Robbie Murray
	Lawyer Hicks	Sally Hicks

The regular monthly meeting of the Frankford Town Council was opened by Pres. Joanne Bacon. (no time given)

Pres. Joanne Bacon announced there was a correction needing to be made to the posted agenda to reflect the addition of the Executive Session held on March 2, 2015. A motion was made to accept the agenda with the amendment to add the March 2, 2015 Executive Session Minutes by Velicia Melson with a 2<sup>nd</sup> by Pamela Davis. Motion was unanimous.

A review of the Town Council Monthly Minutes from March 2, 2015 was performed. A motion was made to accept the Town Council Meeting Minutes by Pamela Davis with a 2<sup>nd</sup> by Velicia Melson. Motion was unanimous.

A review of the Executive Session Meeting Minutes from March 2, 2015 was performed. A motion was made to accept the Executive Session Meeting Minutes by Velicia Melson with a 2<sup>nd</sup> by Pamela Davis. Motion was unanimous.

A review of the Work Shop Meeting Minutes from March 25, 2015 was performed. A motion was made to accept the Workshop Meeting Minutes by Velicia Melson with a 2<sup>nd</sup> by Charles Shelton. Motion was unanimous.

Pres. Joanne Bacon called on Velicia Melson to read aloud the Financial Report in its entirety. Council reviewed the Financial Report/ Accounts Payable; A motion to pay the bills as listed was made by Charles Shelton with a 2<sup>nd</sup> by Velicia Melson. Motion was unanimous. Council reviewed two bills which were received in after the cutoff of the Financial Report: URS in the amount of \$1,569.89 and Clean Delaware in the amount of \$6,560.00. A motion to pay the above two bills as listed was made by Velicia Melson with a 2<sup>nd</sup> by Pamela Davis. Motion was unanimous.

### **Report from Town Departments:**

**Water Plant:** Pres. Joanne Bacon announced Jesse Truitt was absent from tonight's meeting. Pres. Bacon noted there was a meeting held with the Town Engineer present to discuss issues with the water plant. She added Quantum was also in attendance to address computer programming issues that are needing to be made. She stated the two (2) valves were still on order and had not been received yet therefore they have not been replaced. Pres. Bacon commented that most resident's water quality should be better than it was. Bernard Lynch noted his water was still discolored and stated that it might be due to a water leak further up along Clayton Avenue. Pres. Bacon replied that a resident at 6 Clayton Avenue has been pumping out their basement and that it was not a water leak. Bernard Lynch then added that his water was clearing up.

**Administration:** Pres. Joanne Bacon announced Terry Truitt was absent from tonight's meeting.

**Maintenance:** David Ward read aloud his monthly maintenance report. (copy on file with these minutes). He noted he would be down to Bernard Lynch's residence tomorrow (4/7/15) to address his discolored water problems. He added the hours of use the Park restrooms were open and available was 8-4 pm week days with the Park Pavilion reservation/ rental of bathrooms on the weekends. Bernard Lynch recommended the Town get a decent truck with the Town name on it instead of the "piece of junk" currently being used. He noted the Town should be building things up (in appearance) with the example of the old water plant not being torn down then the Town should paint it. (cell phone alarm /noise going off with multiple people speaking).

Jerry Smith noted to also include businesses when addressing clean up issues.

Sally Hicks remarked the Town Park has a lot of people using the Park between 5-6pm and would be helpful to have bathrooms open. Pres. Joanne Bacon replied that the bathrooms used to be open 24/7 but noted due to vandalism they were no longer left open.

Dawn Beck addressed the park gates as being locked first thing in the morning and added that David Ward unlocks them in the morning. David Ward replied that the gates were not locked at night and were left open.

Pres. Joanne Bacon questioned for clarification purposes that the Town Park gates were not being locked at nights. David Ward responded no. Pres. Joanne Bacon noted the Council will be given consideration to additional hours of use.

Edward Ash suggested that an officer could be locking the Park bathrooms at dusk.

Greg Welch suggested the Council consider placing a porta-potty thought they are not as attractive.

**Police:** Charles Shelton reported the Town does have part time police coverage with hours discussed. Marty Presley requested clarification of the term of coverage. Charles Shelton noted it meant the hours being worked by the part time officers from Dagsboro. Jerry Smith questioned the rate those officers were being paid. Charles Shelton noted it was \$15.00 per hour with use of the Town Police cars. Jerry Smith questioned the wage being paid as over time. Charles Shelton noted they were working limited hours so over time would not apply. Charles Shelton noted they were using their own equipment (guns) but wearing the Town uniforms. Marty Presley questioned the process by having a Town officer respond. Pres. Joanne Bacon noted you would still dial 911 and if a part time officer were on duty they would respond or a State Police officer. Russell Davenport questioned if an officer were working the previous Friday night noting he saw two black police cars. He added that there were two black unmarked cars in the Lowe's parking lot up in Millsboro. Charles Shelton noted that the Town of Frankford is not the only Town with black unmarked cars. Greg Welch questioned why the cars were not marked. Charles Shelton noted other Town have unmarked cars such as the Town of Selbyville has a blue one unmarked. Pres. Joanne Bacon questioned if Russell Davenport had obtained the vehicle tag numbers. Russell Davenport replied no. Charles Shelton noted the Town is considering removing the tint from the windows.

**REPORTS:**

President Bacon asked for report(s) from Council regarding Parks, Police, Streets and Water.

**Pamela Davis, Streets-** She noted she had nothing to report. She knew of some street lights out and would be getting the information together after tonight. The road condition of Reed Street was discussed. Council noted they would be looking into it. Marty Presley questioned Pamela Davis on the Town budget for acct.#6027 titled as Street Maintenance there was \$5,000 allocated yet the Town had expended over \$20,000. Pres. Bacon replied that there had been sidewalks replaced on Knox Street back in July which the Town would be receiving some of the money back for.

**Velicia Melson- Parks-** No report was called for or given at this time.

**Charles Shelton, Police-** No further report was given at this time in the meeting.

**Jesse Truitt / Joanne Bacon, Water-** Absent, with no further information given at this time.

### **UNFINISHED BUSINESS:**

Pres. Joanne Bacon noted the next subject up for discussion and consideration was the replacement of the water fountain at the Town Park and adding a grill head. Pres. Bacon noted the water fountain has not worked now for over a year. Velicia Melson noted she had obtained pricing for a commercial grade exterior water fountain with pricing in excess of \$2,500. She added that given the trash and bottles laying around the park did not see a \$2,500 need for it currently. Dawn Beck interjected by inquiring if Velicia Melson walked up to the Park to which Velicia responded no. Dawn Beck stated there are several people in this room (tonight) that do walk up there and if she did then she would know there is a need for a water fountain up at the Park. Jerry Smith questioned if there was a water fountain up there currently? David Ward responded that he repaired it several times last year and every time he did they would tear it up again. Multiple conversations pursued regarding the issue of cooled water versus uncooled. Velicia Melson noted she would continue to further investigate viable options if the Council wanted her to. Jerry Smith stated he felt there needed to be some sort of water available up there (referring to the Park). Velicia Melson commented that there is water inside the bathrooms during week days. Continued discussion pursued regarding carry in/ out options. Russell Davenport suggested the Town keep the Town Park in its own fund so that when it is rented the money stays there to have things replaced such as this making it self-sufficient. Greg Welch questioned if the Park was ever rented? Pres. Bacon replied yes. Russell Davenport further noted the money should not be placed in the general fund but in its own fund then once the money has been spent and drained then the reply is no more. Discussion continued about the rental of the Park versus the pavilion to which Pres. Bacon noted she would look into it further but did not think anyone was renting the park but the use of the pavilions and would look into the funding issue. Charles Shelton stated he did not think the Park was rented but a key deposit was paid for the use of the bathrooms. Velicia Melson stated that she would request tabling further discussion of the water fountain and grill head until she could obtain more information. Again, numerous discussion prevailed. Charles Shelton stated he felt there needed to be some sort of water source out there. He added the Town could be potentially liable should someone fall out or get sick up there at the Park. Dawn Beck stated there is no bathroom or water source up there from 4-7pm.

Pres. Joanne Bacon questioned David Ward if there was any other water source up there at the Park. David Ward replied no. Greg Welch questioned if there wasn't a yard hydrant up there. David Ward replied yes but was only for watering flowers and stayed locked due to the kids turning it on and letting it run. Council then discussed the new grill head. Velicia Melson noted she was in favor of the one from Summit Supply in the amount of \$325.00 for a new grill head. Pres. Joanne Bacon questioned if this was to replace one? Velicia Melson replied no that it would be in addition to. Charles Shelton stated he felt the Council should table further discussion on the grill head until something could be resolved with the water issue. He added that if there were to be a fire and there was no water then there would be no way to put anything out. Council directed Velicia Melson to obtain further information with regards to getting water out there and bring it back at another meeting. Council was unanimous in tabling the subject matter.

Pres. Joanne Bacon read aloud the 2<sup>nd</sup> item under Unfinished Business as being the Review and Consideration of possible Charter Amendment related to elections. She stated the Council would be tabling this discussion noting the reason as the Town does not currently have an attorney. Jerry Smith commented that there was already a draft form of the Charter change. Velicia Melson replied that there was a draft made but that it did not address all of the changes that the Board of Elections recommended related to time, date, etc.

Pres. Joanne Bacon noted the 3<sup>rd</sup> item up for discussion was the Healthcare/ Pension plan. She noted that from their last meeting things did not go quite as they had intended for them to go. She called on Marty Presley to outline the last committee meeting held. Marty Presley stated the existing insurance broker has worked with the Town for numerous years but did not want to continue that relationship given the policy/fees. He added they were currently looking into going onto the exchange for insurance and hoped to have something in place by June 1<sup>st</sup>. He added there would still not be any spouse insurance coverage.

**Citizen's Privilege:**

Pres. Joanne Bacon called on any one in attendance who wished to speak.

Marty Presley questioned if the Town's current liability insurance policy covered anyone volunteering for the Town. Example he gave was with regards to Jesse Truitt being out on water leaks and should he be hurt while out there. Pamela Davis stated she thought so. Pres. Joanne Bacon noted that was something she would have to look into further. He then shared a conversation he and Bryan Murray had with regards to the use of speed camera and if they were permitted in Delaware. He noted an early morning experience where 25+ cars were going between 40-50 mph. down Frankford Avenue.

Marty Presley noted that someone is going to get killed. He said hopefully once there is a police presence then it will deter the problem. He suggested the Town consider speed bumps. The Council agreed there was a Town wide speed problem going on. Dawn Beck added that she along with other residents jump out in front of cars speeding along Knox Street.

Edward Ash questioned the Council on whether or not they were going to proceed with hiring a Chief of Police first or officers? Pres. Joanne Bacon noted the Town Council would be going into Executive Session to discuss this matter and hoped once they were out that they would be able to make a vote.

Matthew Melson suggested the Council install a taller fence at the Park and just lock it up after hours. He noted they were just climbing over it and that it was in disrepair.

Dawn Beck stated the Council receives funding to fix the Park. Pres. Joanne Bacon noted there has been grant funding for the Park in the past but that there is not annual funds given to maintain the Park. She added that the grant funding was for the purchase of equipment and improvements. She added the Town has to maintain it.

Jerry Smith questioned if there were any outstanding issues at the Park. Velicia Melson replied yes by the nature harassment both sexual and verbal. She added there have also been maintenance issues such as trash. Dawn Beck stated that when they walk they pick up the trash. She added David Ward cannot be everywhere all the time. Velicia Melson commented that it was not only his responsibility adding that the users of the Park bear some of it. Charles Shelton stated he has been speaking to the kids while up to the Park. He added that some of the remarks have been racial in nature referring to the "black" kids. He said respect has to be given both ways. He stated kids will be kids and this Town needs to come together. Charles Shelton said even remarks have been made disrespectful toward David Ward.

Robert Murray questioned if the Town Council had received their financial statements for the fiscal year ending June 30, 2014 yet. Velicia Melson replied they had been given the draft copy but not received the final copy. Robert Murray questioned if they (the Council) weren't interested in where they finished last year with regards to the spending. Velicia Melson replied that she has a few questions and had expressed them directly to JUDS. She added that once she is comfortable it will be finalized. She noted it as a work in progress.

Dawn Beck thanked Council for relocating the trash and recycling containers at the Town Hall. She inquired as to the situation inside of the building being addressed with regards to the furniture. Pres. Joanne Bacon replied that Terry Truitt was not in the office today and would be talking to her about rearranging the office furniture. Dawn Beck stated she had been in contact with the disability office and they stated the office must be accessible regardless to disability.

Bernard Lynch stated he felt there should be a door bell or alarm so that the person can be identified before opening the rear door.

Vincent Hitchens questioned the use of the existing building being used by the Police Department as a viable option for the Town Hall. Council stated the only area currently renovated was the front area where the Police Department is currently. Council agreed to look into the subject further.

Pres. Joanne Bacon requested a motion to go into Executive Session to discuss Personnel issues and Acquisitions. A motion was made to enter into Executive Session to discuss Personnel issues and Acquisitions at 7:55 PM. by Velicia Melson with a 2<sup>nd</sup> by Charles Shelton. Motion was unanimous.

Council returned from Executive Session at 8:42PM with formal motions to be made.

Pres. Joanne Bacon requested a physical check of those who were in attendance earlier to rejoin the meeting. One (1) attendee rejoined the regular meeting.

Pres. Joanne Bacon commented that as a result of the Executive Session the following was discussed. With regards to hiring a new Police Chief. A motion was made to hire and extend an offer to the candidate selected through the Workshop held on March 25, 2015 with a starting salary of \$40,000. by Charles Shelton with a 2<sup>nd</sup> by Pamela Davis. Motion was unanimous.

Pres. Joanne Bacon commented that as a result of the Executive Session the following was discussed. With regards to hiring a full time Admin. Asst. to replace the vacancy left by Marilyn Hobbs. A motion was made to hire a full time Admin. Asst. advertising for two weeks in the Coastal Point and Wave Newspapers by Velicia Melson with a 2<sup>nd</sup> by Charles Shelton. Motion was unanimous.

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Pres. Joanne Bacon reviewed with Council the request to approve the upgrade the 2012 QuickBooks software to 2015 QuickBooks software in the amount of \$229.95. A motion was made to upgrade the current 2012 software version of QuickBooks to 2015 with a cost of \$229.95 by Velicia Melson with a 2<sup>nd</sup> by Pamela Davis. Motion was unanimous.

There being no further business, a motion to adjourn was made by Pamela Davis with a 2<sup>nd</sup> by Charles Shelton at 8:48 PM. Motion was unanimous.

Respectfully submitted,

Terry H. Truitt  
Town Administrator  
Town of Frankford