

MINUTES

FRANKFORD TOWN COUNCIL

July 6 2015

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|-----------------|----------------------------------|-----------------------------|
| Town Council | Joanne Bacon, Pres. | |
| Roll call: | Pamela Davis, Vice-Pres. | |
| | Velicia Melson, Sec. /Treasurer | |
| | Jesse Truitt | |
| | Charles Shelton | |
| Town Employees: | Terry Truitt, Town Administrator | |
| | David Ward | |
| | Chief Mike Warchol | |
| Others: | Steve Lewandowski, CABA | |
| | Edward Ash | |
| | James Sample | Justin Tomlinson |
| | Greg Welch | Maria Counts, Coastal Point |
| | Robbie Murray | James Joles |
| | Robert Murray | Kathy Murray |
| | Jerry Smith | Bernard Lynch |
| | Janet Hearn | |

The regular monthly meeting of the Frankford Town Council was opened by Pres. Joanne Bacon @ 7:02pm.

A motion was made to accept the agenda with the following additions and/or deletions: Correction of the date shown from June 8th to June 1st for the Monthly Meeting-T/C minutes by Jesse Truitt with a 2nd by Velicia Melson. Motion was unanimous.

A review of the Town Council Monthly Minutes from June 8, 2015 was performed. A motion was made to accept the Town Council Meeting Minutes as presented (spell check to be run) by Velicia Melson with a 2nd by Charles Shelton. Motion was unanimous.

A review of the Workshop Meeting Minutes from June 15, 2015 was performed. A motion was made to accept the Workshop Meeting Minutes as presented by Velicia Melson with a 2nd by Pamela Davis. Motion was unanimous.

A review of the Executive Session Meeting Minutes from June 17, 2015 was performed. A motion was made to accept the Executive Session Meeting Minutes by Charles Shelton with a 2nd by Velicia Melson. Motion was unanimous.

A review of the First Budget Hearing Minutes from June 22, 2015 was performed. A motion was made to accept the First Budget Hearing Minutes as presented by Charles Shelton with a 2nd by Pamela Davis. 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 2nd by Jesse Truitt. Motion was unanimous.

Report from Town Departments:

Water Plant: Jesse Truitt noted Joanne Bacon had attended a meeting with Artesian to address control valves and irony water going back into the decant tank within the water plant. He added there is a program available that would alarm out when this occurred. Two proposals to address programming changes needed in the water plant were reviewed. The first quote was from Artesian in the amount of \$5,800.00 included additional alarms, vfd's, enclosure kits for the reactor, and the other was from Quantum Controls for \$2,100.00 would address a programming change to address the alarms. Both proposals were reviewed by Council. A motion to approve the proposal of Quantum in the amount of \$2,100.00 was made by Jesse Truitt with a 2nd by Velicia Melson. Motion was unanimous.

Jerry Smith questioned if the Town will still be using Artesian? Jesse Truitt replied yes that this only address programming/ alarms within the sensor board that had to be done by Quantum Controls and not the general operations of the water plant.

Velicia Melson questioned the cost of \$5,800 as a secondary quote versus the first quote coverage. Steve Lewandowski noted the variable speed drives on the three pumps are running a one speed and not communicating to the control panel. The meeting held was to trouble shoot where the problem was either within the hardware or programming issue. He noted the problems seems to be between the control panel and the vfd's which is not telling them when to speed up or slow down as they should be . He outlined the \$2,100.00 fee is for the system integrator to come down (Quantum Controls) to perform troubleshooting where he believes he can correct this issue with the vfd's and secondly to install an alarm /auto dialer to warn the operators as to when an issue occurs with the backwashing water entering the decant tank like before.

Marty Presley questioned if the programming change would shut the water plant down to prohibit the situation with the discolored water. Jesse Truitt replied no it would alarm out notifying the water plant operators immediately and they would respond to manually shut the valve off. Marty Presley questioned if this would take place over a day or two? Joanne Bacon responded immediately.

Greg Welch questioned the difference between the two quotes? Jesse Truitt replied they were for two different motors/ drives based on company/ operator preference and that the price quote from Quantum would suffice for what needed to be done. Joanne Bacon noted it would require changing up other things as well should they go with the higher priced quote.

Kathy Murray questioned how long had this problem been occurring. Jesse Truitt replied approximately one year. Kathy Murray questioned if this programming for this alarm as never being installed and part of the original contract. Steve Lewandowski replied that this situation had not occurred before to premeditate the need for the programming and no it was not part of the original build contract.

Jerry Smith questioned why the auto dialer had been installed from the beginning and why is it now becoming an issue? Jesse Truitt noted there will always be situations which will continue to arise. Steve Lewandowski noted they had anticipated most scenarios but conditions change causing the need to modify the programming.

Kathy Murray questioned why is it (the proposal) so expensive when it is a software issue and the base software is there. Steve Lewandowski replied it requires unique programming to specific situations which arise. He added the system integrator will come down and customize the programming.

Velicia Melson questioned what would happen next? Jesse Truitt replied to get all of the lines flushed out. He noted DRWA was supposed to have been in Town already. Terry Truitt replied Rick Duncan of DRWA had notified her that he staff out on vacation and hoped to be out here next week.

Administration: Terry Truitt noted the \$10,000 Sussex County Economic Development Grant check was received on June 19th and deposited the same day. She outlined the advertised invitation to bid for the Police Department decking as running for two weeks and must be submitted in by July 31, 2015. She read aloud the Code Enforcement report for May/ June 2015. She presented Council with a report submitted to Delmarva Power addressing three (3) street lights as being out and/ or needing repair. She noted the water billing for books 1 & 2 had gone out on time with two (2) certified letters issued for collection. She noted the 2015/ 2016 Town property tax billing would be going out and she noted that it was going to be very hectic upcoming month with billings and meetings.

Maintenance: David Ward: **Absent.** Copy of the monthly maintenance report was provided to Council. (Copy is on file with these minutes).

Police: Chief Mike Warchol presented Council with a copy of the monthly activity report for the prior month June 2015. (Copy on file with these minutes). He noted had gone to legislative hall last week with the Delaware Police Chief's Association to assist in lobbying for the return of Deljis and Municipal Street Aid funding. He is glad to report Deljis funding has been restored to 75% with the balance to be paid by the Delaware Police Chief's Council by a sleeve grant which is part of the State wide drug seizure funding. He added the candidate for the police candidate consideration is here tonight in attendance.

REPORTS:

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

Velicia Melson- Parks- She noted she had no reports or complaints regarding the Park. Velicia Melson outlined three (3) options of water fountains for consideration. She outlined them as follows:

1. **Global Equipment** which was a ADA barrier free water cooler in the amount of \$375.00 furnishes 8 gallons of water per hour and appears to be more sturdy
2. Plain bracket drinking fountain which is not ADA compliant in the amount of \$316.00
3. Stainless steel bracket non-cooling straight off the wall in the amount of \$348.00

A motion to approve the purchase of the ADA compliant water cooler in the amount of \$375.00 was made by Jesse Truitt with a 2nd by Charles Shelton. Motion was unanimous.

Terry Truitt offered to get the pricing together for complying with ADA regulations for the water fountain area given the State requirements set forth for funding. She added that the current pavers in place and grass/ dirt would not be considered ground surface compliant.

Charles Shelton, Police- He noted Mike had already covered everything they have covered throughout the month. Pres. Joanne Bacon commented that she is still receiving complaints regarding the on-going issues with speeding in Town. She stated that once the Town gains more man power this may resolve the issue. Chief Warchol noted that more man power of hours covered would help. He added he is currently handling 4-5 hors alone of speeding violations. The concern of tractor traffic through town was discussed. Chief Warchol noted he was working with Deldot now to see if viable routes could be taken.

Pamela Davis, Streets- She noted she had nothing new to report. She questioned Terry Truitt on the status of the sidewalk repairs. Terry Truitt replied URS was working with DelDOT to validate how to proceed with the repairs given they were all on State maintained roadways.

Jesse Truitt / Joanne Bacon, Water- Both replied their report was handled earlier in the meeting.

UNFINISHED BUSINESS:

Pres. Joanne Bacon noted item (A) replacement water fountain as being taken care of. Item (B) Healthcare/ Pension plan has all been resolved and voted on. Item (C) Employee Handbook. Council discussed viable dates to schedule a workshop meeting. Council decided on July 16 2015 at 7:00pm.

Pres. Joanne Bacon noted Item (D) Water Tower: Steve Lewandowski noted he had been requested to review both cost estimates from Pittsburgh Tank in the amount of \$190,576 and Southern Corrosion Control in the amount of \$111,040. Both bids were within 4% of each other when you selected the items from Pittsburgh Tanks quote in comparison to Southern Corrosion Control. He noted Southern Corrosion Control offered a ten (10) year maintenance contract and with checking with the references shown several were Towns who were very satisfied with dealing with them. He noted that several of the Towns had not entertained signing up for the extended service contract. (Copy of his report is on file with these minutes)

Jerry Smith questioned the main reason the Town should consider selecting Southern Corrosion Control over the other one. Steve Lewandowski replied it was primarily due to their references and the bid from Southern Corrosion Control was lower.

Marty Presley questioned the service contract as a viable option costing \$9,000+ a year for ten years. Steve Lewandowski outlined what would be provided over the ten year contract. Marty Presley then questioned the maintenance concerns as being only paint related or structural repairs as well. Steve Lewandowski replied both.

Jerry Smith questioned the overhead tank as being done properly then the Town wouldn't need the extended service contract and suggested the Town look into the intervals of needing what work done. Steve Lewandowski replied the Town can negotiate to not have a yearly maintenance contract.

Kathy Murray questioned who did the RFP and added it would save the Town time and money by not involving Steve to having review the proposals. Terry Truitt replied there was no RFP written and three solicitations were sent out requesting pricing estimates.

Pres. Joanne Bacon called on Council for comments and concerns.

Jesse Truitt noted the subject matter should be tabled until the contract concerns of the maintenance agreement can be addressed and the Town has a Town Attorney hired.

Velicia Melson commented that she feels the contract should be reviewed by an attorney first.

Pres. Joanne Bacon announced the 2nd Budget Hearing is scheduled for July 13, 2015 at 7:00pm at the Town Hall.

NEW BUSINESS:

Pres. Joanne Bacon noted there was nothing new to be addressed under New Business.

Citizen's Privilege:

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

Marty Presley questioned the proposed budget amount shown in the proposed budget for 2015/ 2016 as \$10,000 for Public Safety department. He noted under previous discussion the pension figure was supposed to be 5% of the total gross payroll. Pres. Joanne Bacon noted she agreed it is 5% and that she did not have a copy of the proposed budget with her at tonight's meeting. Velicia Melson called on Terry Truitt to respond. Terry Truitt stated the figure/ amount from the previous fiscal year's budget which was reflected as being encumbered was moved to available and was not aware of the figure amounts changing. Pres. Joanne Bacon responded that based on the 5% figure the amount shown would be incorrect and would be checked on at Monday night's meeting.

Kathy Murray noted there had been numerous requests from the citizens to have all of the restricted accounts (grants) for budgeting in the General Fund to be excluded. She added it is misleading since it is not part of the normal income of the Town when in fact it has nothing to do with the income. Pres. Joanne Bacon called on Velicia Melson or Terry Truitt for a reply. Velicia Melson noted she had not addressed the issue with JUDS. Terry Truitt replied that the few times Kathy Murray had questioned it before she had conferred with JUDS and it was being booked as cash when it was actually being reported as received. In order to properly book the expenses you would have to document the grants as income based on a cash accrual system. She outlined the Police grants as being outlined. Kathy Murray noted she understood and agreed on the cash accrual aspect but the grants should not be part of the total income. She added it should be part of a separate category. Kathy Murray stated she felt they grants should be excluded from the General Fund balance. She said it should be separated to a separate sheet since there are restricted uses for the grants. Velicia Melson noted she would be in contact with JUDS and would offer a reply at Monday night's meeting.

Marty Presley questioned the proposed budget amount for the Public Safety Department for the current year's budget of \$65,000 and questioned where it would show up in this year's budget. Pres. Joanne Bacon replied the pension amount was never in a restricted account and was part of the General Fund. Kathy Murray noted this was an example of the restricted expenses not being a part of the operating General Fund account.

Greg Welch addressed Council on an email he had sent to all Council members prior to tonight's meeting posing his question on the operating budget amounts shown in both proposed budgets. Pres. Joanne Bacon requested that they cover his question at Monday night's meeting. Pres. Bacon asked if Terry Truitt could answer his question. Terry Truitt noted it was to cover expenses paid out of both accounts based on the depository fund receiving the money then the correct fund paying it out. She added the percentage of salaries are prorated to the specific department based on the covered work load allocation.

Kathy Murray questioned the way the July 1, 2014 through June 30, 2015 budget was presented to Public Safety line item for pensions as being \$55,550.00 with nothing showing as being expended. Therefore it shows favorable to not expending this amount when in actuality had it been in a segregated/ restricted account it would not have been included in the budget. She noted her prior accounting experience as a basis for the comment.

Robert Murray questioned account #6563 from the prepared report for the period of July 1, 2014 through June 30, 2015 as showing a -796.73 in the wages category. He added surely no one gave the pay check back to the Town. Terry Truitt replied the negative figure would have to be an adjusting figure made by the year end accounting records and would look into it tomorrow morning. She asked if he would be available to come by and she would try to answer his question. He replied he would. Robert Murray then criticized the Council for not being given their minutes in a timely manner, noting they were showing up unprepared for that night's meeting. Velicia Melson replied that she started to receive her minutes the Friday preceding tonight's meeting. Robert Murray remarked that it was shame on the Council for not holding an employee accountable. Velicia Melson noted that there had been a great deal of meetings this month. Pres. Joanne Bacon noted that she felt the meeting minutes should be to the Council within two weeks after the meeting. A motion to have all Council meeting minutes prepared and to the Council within two weeks of the meeting night was made by Jesse Truitt with a 2nd by Pamela Davis. Motion was unanimous.

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Meeting Minutes
July 6, 2015

Pres. Joanne Bacon requested a motion to go into Executive Session to discuss Personnel Issues and conduct interview of Police Officer candidate. A motion was made to enter into Executive Session to discuss Personnel issues and conduct Police Office candidate interview at 8:20 PM by Velicia Melson with a 2nd by Charles Shelton. Motion was unanimous.

Council returned from Executive Session at 9:18PM with no formal motions to be made.

Pres. Joanne Bacon requested a physical check of those who were in attendance earlier to rejoin the meeting. There were no attendees to rejoin the regular meeting.

Terry Truitt discussed with Council that it would be difficult to comply with the two weeks' notice of meeting minutes for the month of July given the tax billing alone will have her tied up through the 15th of the month then to have five other sets of minutes along with water billing out in the remaining ten (10) working days of the month.

There being no further business, a motion to adjourn was made by Jesse Truitt with a 2nd by Velicia Melson at 9:24 PM. Motion was unanimous.

Respectfully submitted,

Terry H. Truitt
Town Administrator
Town of Frankford