

MINUTES

FRANKFORD TOWN COUNCIL

June 1 2015

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:	Edward Ash	Clarence Quillen
	Albert Franklin	James Sample
	Greg Welch	Maria Counts, Coastal Point
	Marty Presley	Robbie Murray
	Lawyer Hicks	Sally Hicks
	Matthew Melson	Albert Oliver
	Robert Murray	Kathy Murray
	Jerry Smith	Dean Esham
	Bernard Lynch	Janet Hearn

The regular monthly meeting of the Frankford Town Council was opened by Pres. Joanne Bacon @ 7:00pm.

A motion was made to accept the agenda with the following additions and deletions: adding the Executive Session Meeting Minutes for May 4, 2015, striking items #2,3,4 from the agenda discussion tonight, tabling #10 until after Monday July 8th meeting being held at Town Hall # 7:00pm by Pamela Davis with a 2nd by Velicia Melson. Motion was unanimous.

A review of the Town Council Monthly Minutes from May 4, 2015 was performed. A motion was made to accept the Town Council Meeting Minutes as presented by Charles Shelton with a 2nd by Pamela Davis. Motion was unanimous.

A review of the Executive Session Meeting Minutes from May 4, 2015 was performed. A motion was made to accept the Executive Session Meeting Minutes by Velicia Melson with a 2nd 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 2nd by Pamela Davis. Motion was unanimous.

Report from Town Departments:

Water Plant: Pres. Joanne Bacon noted the Bray valves at the Town water plant had been installed on Wednesday, May 27, 2015.

Administration: Terry Truitt noted the water billing for books 3 & 4 had gone out on time which included eight (8) certified collection letters. She noted the month had been very busy.

Maintenance: David Ward read aloud his monthly maintenance report. (copy on file with these minutes). He noted two water meters were replaced at #17 Honolulu and #20 Kauffman Lane.

Police: Chief Mike Warchol presented his copy of the monthly activity report for the prior month May 2015. (Copy on file with these minutes). He requested to allocate \$800.00 from the County grant to cover expenditure of the gun safe as an evidence locker. Robert Murray, Sr. questioned if the car markings were reflective. Chief Warchol replied yes. Jerry Smith questioned if both cars were going to be marked. Chief Warchol replied no not at this time. Chief Warchol noted the tint had been removed from all of the vehicles. A motion was made to approve the \$800.00 expenditure from the County grant to cover the gun safe/ evidence locker by Charles Shelton with a 2nd by Velicia Melson. Motion was unanimous. Replacement decking for the Police Department was discussed as being needed. Council noted a licenses carpenter would be required and suggested it be reviewed by URS for the preparation of bidding documents.

REPORTS:

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

Velicia Melson- Parks- She reported the grill head had been installed up at the Park. David Ward noted someone had vandalized one of the walk path lights. He added he had attempted to repair it but was unable to do so. He suggested the Town contact Neighbor Electric who had installed the lighting to have it repaired. Chief Warchol noted he should be obtaining a proposal for surveillance equipment within the month to address security/ vandalism issues at the Park. Sally Hicks questioned what type of water service is up at the Park currently since the faucet is locked. Velicia Melson replied the faucet is currently locked because it was left on. She added the fountain currently up there is beyond repair. Skip Ash questioned the pricing of a replacement water fountain. He added the general consensus of the group of citizen's present is there needs to be a water source available at the Parl. Velicia Melson noted she would continue to research the subject.

Charles Shelton, Police- He thanked Mike Warchol for the work done to date. He added he has had good communication from citizens. He circulated a picture of the police car around the room. He discussed the deck concerns and stated that he felt it was creating a liability for the Town. Chief Warchol noted he may be able to use some of the grant funding to have the deck repaired and/ or replaced. Dean Esham noted with the number of complaints being handled by the Town police department that he felt it only warranted having a part time officer hired. Chief Warchol replied that the Cops Hiring Grant makes the Town liable for one year of hiring a full time officer. Jerry Smith questioned if the grant funding weren't available would there even be an issue of hiring a full time officer or be necessary? Chief Warchol replied by stating he does not have the State figures when they respond in town when there is no coverage by our department. Charles Shelton noted a second officer is warranted. Jerry Smith remarked that if the numbers do not justify the hiring of a 2nd officer then questioned why the town was considering it. Charles Shelton replied yes it is important noting the filtration of problems and drugs are coming down from the north. Chief Warchol noted the hiring of a 2nd full time officer would be flexible. Jerry Smith noted prior officers never worked holidays or late night. Councilman Jesse Truitt questioned if nights have been covered yet? Chief Warchol replied no since he does not have uniforms yet. Bernard Lynch suggested the Town residents listen to Charles Shelton as Police commissioner. Terry Truitt suggested having Kyle Gulbranson from URS contacted and prepare bid documents. A motion was made to have Kyle Gulbranson of URS have deck specification prepared and pricing by Charles Shelton with a 2nd by Jesse Truitt. Motion was unanimous. Council suggested having the replacement sidewalks forwarded to them as well for drafting and bidding documents. A motion was made to forward the sidewalk project to URS for preparation of bidding document by Pamela Davis with a 2nd by Jesse Truitt. Motion was unanimous.

Pamela Davis, Streets- She noted she had nothing new to report and did not bring her listing of street lights out with her. Terry Truitt noted she had compiled a listing and would be submitting them to Delmarva Power for repair.

Jesse Truitt / Joanne Bacon, Water- Councilman Jesse Truitt noted DRW needs to be authorized to come in and do a town wide flushing of the water hydrants. He noted a proposal from Quantum would be forthcoming to address troubleshooting and programming changes to remedy the VFD issue. A motion was made to authorize DRW to come in and perform a town wide water hydrant flushing by Jesse Truitt with a 2nd by Charles Shelton. Motion was unanimous. Jesse Truitt noted the sidewalks need to be addressed as part of the street functions. He remarked approximately 36' x 52" along Thatcher Street was demolished due to water leak repairs.

UNFINISHED BUSINESS:

Pres. Joanne Bacon noted item (A) replacement water fountain as being tabled; Item (B) Healthcare/ Pension plan would be discussed in the Executive Session. Dean Esham questioned why sixty (60) days beyond February 2nd's Council meeting that the Town employees were not paying for their portion of the 20% healthcare expense. Pres. Bacon noted it was not the employees fault and that they hoped to have everything in place by July 1st. Councilman Jesse Truitt questioned why the additional coverage was not being considered. Pres. Bacon replied that the Town had not signed up for dental and eye coverage. David Ward questioned the Council of the loss on benefits with dental and eye coverage being taken away. Kathy Murray questioned the gross up in salary and stated she thought the vote made back in February was approving the change in benefits.

Pres. Joanne Bacon then discussed item © Employee Handbook. Councilman Jesse Truitt noted he never received a copy of the handbook being reviewed. Pres. Bacon noted it was distributed by email. Jesse Truitt replied that he does not get email and has a bin to have copies placed in. Jesse Truitt remarked that the numerous emails going on behind the scenes are going to get someone in big trouble. Council discussed holding a separate workshop on Monday, June 15, 2015 at 7:00pm. A motion was made to schedule a workshop on Monday, June 15th @ 7:00pm at the Town Hall by Pamela Davis with a 2nd by Velicia Melson. Motion was unanimous.

Pres. Joanne Bacon noted the next item (D) Water Tower for discussion. Pres. Bacon noted the Town could face losing the County grant since it was not being used by June 30th. Councilman Jesse Truitt replied the Council had already voted to apply the County grant toward the maintenance of the water tower. Pres. Bacon noted the overall expense needs to consider of the project. Bernard Lynch noted the Board has not done anything in thirteen (13) years to address the issue of maintenance of the water tower. He added there is funding out there. Kathy Murray noted the fiscal year calculations over thirteen (13) years of collecting fees in the sinking fund should have more than covered the maintenance cost. She added there should be a breakdown of how the money was used over the past thirteen (13) years. Councilman Jesse Truitt replied the expense of the new water plant did use some of the funding through the sinking fund and that the account is properly audited every year. Bernard Lynch noted he felt the Town should be moving forward and stop backward stepping. Jerry Smith noted the projected funding has been the issue all along.

Edward Ash questioned if the Council had voted the money allocated to purchase the parking lot for the Town Park. Velicia Melson replied the money will be used from the transfer tax account when the Town proceeds with the transaction. Edward Ash noted he felt parliamentary procedure was not being followed.

Marty Presley discussed the executive session was the first anyone had heard about it last month (referring to the purchase of the land). He added that he felt there are decisions being made without public input.

Bernard Lynch commented that this is why the Council is elected and felt the purchase was a good move.

Greg Welch questioned the permitted uses for using the transfer tax money. Terry Truitt replied that the purchase of the land was a capital allowance and covered for use through the transfer tax account.

Kathy Murray questioned the reflected balance in the transfer tax account. Jesse Truitt replied the Town can on occasion borrow from one account to another but the "loan" has to be repaid back to the correct account timely unless it is an approved expense.

Kathy Murray noted she felt the Town budget should not be accounting for the restricted accounts and their balances noting the grants as one example.

Jerry Smith questioned if the Town had considered if the parcel of land being purchased for the Town parking lot could have been sub-divided and a portion purchased instead of the whole thing. Councilman Jesse Truitt noted the Banks family approached the Town several years back and had graciously allowed the Town to have use of the land for many years. Now the heirs of Helen Banks want to sell and the other two owners are in agreement to sell the whole parcel as one tract.

Bernard Lynch noted it was a good value. (Noting the purchase price of the parking lot)

NEW BUSINESS:

Pres. Joanne Bacon read aloud the first item up for review as being (A) Formal motion to purchase gun/ evidence safe for Police Department as having already been covered earlier in the meeting.

Pres. Bacon noted item #2, 3, 4 as being tabled from tonight's discussion.

Pres. Joanne Bacon then discussed with the other council members the continuation of using the County assessment for the purpose of deriving an assessment value on Town properties. A motion was made to use the County's assessment for the tax year 2015/2016 by Jesse Truitt with a 2nd by Velicia Melson. Motion was unanimous

Council then discussed the need to set a date to work on the proposed budget for fiscal year 2015/2016. It was discussed and the public hearing on Monday, June 22, 2015 @ 7:00pm at the Town Hall was suggested. A motion was made to schedule the first budget hearing for Monday, June 22nd at 7:00 at Town Hall by Velicia Melson with a 2nd by Jesse Truitt. Motion was unanimous.

Council then discussed the need to set a date to for the Second Budget Hearing for fiscal year 2015/2016. It was discussed and the public hearing on Monday, July 13, 2015 @ 7:00pm at the Town Hall was suggested. . A motion was made to schedule the second budget hearing for Monday, July 13th at 7:00 at Town Hall by Velicia Melson with a 2nd by Pamela Davis. Motion was unanimous.

Pres. Joanne Bacon read aloud the next item up for review and discussion as being (8) Discussion and possible vote to revise Town Hall hours of operation. Hours of operation were discussed with consideration of the surrounding Towns. The hours of Dagsboro Town Hall were noted as being Monday through Friday 8-4:30 pm working 37.5 hours and not paid for lunch. Marty Presley questioned the flexibility of scheduling to consider one or two evenings until 6-7pm. Robbie Murray questioned the position of Terry Truitt as being exempt from over time. Pres. Bacon replied she was not sure but would have to check into it. Kathy Murray noted as a supervisory position she should be exempt. Velicia Melson offered to review the coverage of the position as being exempt. Pres. Bacon called on Council for suggestions. Pamela Davis replied that she likes the idea of having one evening with hours to 6pm. She added maybe having the hours from 8-4:30 with one evening staying till 6-6:30pm. Charles Shelton noted he had no comment at this time. Marty Presley noted anything over 8 hours as having over time. Velicia Melson suggested Monday, Tuesday, Thursday, and Friday 8-4:30pm and Wednesday 9:30-6:00pm with the Town Hall closed for lunch each day from 1:30-2:00pm. Pres. Bacon noted she liked having the idea Wednesday evening's hours and closed consistently from 1:30-2:00pm daily for lunch. A motion was made to change the Town Hall hours effective July 1st to Monday, Tuesday, Thursday, and Friday from 8-4:30pm and Wednesdays 9:30-6:00pm. Closed 1:30 to 2:00pm daily for lunch by Velicia Melson with a 2nd by Pamela Davis. Motion was unanimous.

Pres. Joanne Bacon read aloud the next item up for review and discussion as being (9) Discussion and possible vote regarding Park Toys. Pres. Bacon outlined the toys at the Park (a car and worm springer toy) had been stored behind the old water plant for some time now. She stated that it had been brought to her attention that a prior council member had them installed in her front yard. She added that the prior Council member had asked a Town employee to deliver them to her house noting she had been given them while still on Council. The employee did so without confirming this action and now the Town is faced with either letting them go or asking for them back. She added the Town had intended to reinstall them once the renovations at the Park were completed.

Councilman Jesse Truitt noted that when the Park was being renovated several people had approached him about obtaining various old pieces of the equipment. He noted he always told them no. Greg Johnson off the record after one of the Council meetings had agreed to give her one of the springer toys. Jesse Truitt added both springer toys were not condemned and the Town had intentions of reinstalling them once the park layout was complete. He said it has been almost 8-9 years since that initial conversation between Greg Johnson and the other Council member took place. Pres. Bacon stated there are two problems. #1 Council members do not have the right or authority to give Town property away. #2 the direction the Council wishes to proceed in getting the items back. Velicia Melson stated that she felt the toys were acquired under false pretenses. Jesse Truitt stated that David Ward should have known better as well. Council discussed the situation at hand. Council agreed that a letter should be drafted by the Council President to have springer toys brought back and the situation resolved before legal matters pursued given a specific date to have them returned by. A motion was made to authorize the drafting of a letter to be sent certified to the person in possession of the springer toys was made by Jesse Truitt with a 2nd by Velicia Melson. Motion was unanimous.

Citizen's Privilege:

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

Marty Presley on the relative topic of the healthcare/ pension plan subject. He wanted a distinction of the 3-5% contribution. He added it was a shame the Town employee left disgruntled over changes being made (referring to David Ward leaving the meeting) over the loss of the dental and vision plan loss.

Robbie Murray questioned if the Town was planning a Fall Festival this year? Pres. Bacon said she would like to see that happen. She asked if the fire company was willing to help with it. He stated he thought they could and would like to suggest the Town have Santa at the Town Park a few nights during December. Pres. Bacon suggested the Town chair a committee with Velicia Melson Chairing the committee. Marty Presley offered to assist and anyone else wanting to join could.

Sally Hicks questioned if there was any proposals being considered on the land tract across the highway. Terry Truitt noted Kyle Gulbranson and Vince Robertson were meeting to get the project outlined. Jerry Smith noted there was never any definite plans to develop the land.

Albert Oliver noted as a property owner of two properties he has approached the Town several times regarding the storm drain clogged along Mill Street. Council discussed the issue at hand and Jesse Truitt stated there is a fire hydrant close by the Town could use. The fire company offered to assist with cleaning out the culvert.

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Robert Murray, Sr. questioned if the Town would be bidding out the concrete work for the sidewalk repairs. Jesse Truitt replied yes. Robert Murray stated that David Ward can't find things to keep busy?

Bernard Lynch questioned if Terry Truitt would be sending out letters for funding to the representative and senators for the Frankford area. Pres. Bacon replied once the workshop was held on June 15th the Council would address the path to proceed.

Pres. Joanne Bacon requested a motion to go into Executive Session to discuss Personnel issues and Land Acquisitions. A motion was made to enter into Executive Session to discuss Personnel issues and Acquisitions at 8:51 PM by Jesse Truitt with a 2nd by Charles Shelton. Motion was unanimous.

Council returned from Executive Session at 9:36PM 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. Attendees rejoined the regular meeting.

There being no further business, a motion to adjourn was made by Jesse Truitt with a 2nd by Velicia Melson at 9:38 PM. Motion was unanimous.

Respectfully submitted,

Terry H. Truitt
Town Administrator
Town of Frankford