**MONTHLY TOWN COUNCIL MEETING**

**MINUTES**

**DECEMBER 3, 2018**

**TOWN COUNCIL:** Joanne Bacon President

 Greg Welch Vice President

 Velicia Melson Sec/Treasurer

 Pam Davis Councilman

 Edward (Skip) Ash Councilman

**TOWN EMPLOYEES**: Cheryl Lynch Town Clerk

 Jamie Reed Maintenance

**OTHERS:** Duane Beck Kerin Magill

 Priscilla Schoolfield Wesley Hayes Jr

 Wesley Hayes Sr Dora Bell Isler

 Larry

**MEETING CALLED TO ORDER:**

Meeting called to order by Joanne Bacon at 7:02pm

**MOTION TO APPROVE THE AGENDA WITH ANY ADDITIONS OR DELETIONS:**

Velicia made the motion to approve the agenda and seconded by Skip

Motion was unanimous

**PRESENTATION AND APPROVAL OF MINUTES:**

Pam made the motion to approve the Minutes from November 5, 2018 monthly meeting

And seconded by Skip

Motion was unanimous

**TREASURER’S REPORT:**

Velicia discussed the Profit & Loss Budget vs Actuals for the General Fund and Water Fund

Velicia noted consultant category was high. Cheryl will look into this category and make

sure all items are allocated correctly.

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**REPORT OF TOWNS DEPARTMENTS:**

**WATER DEPARTMENT:**

Greg noted the Clarence was at the water plant having issues with the controller.

The Water Plant pumped 1,507,000 gallons of water for the month of November.

Greg noted the estimate for flow test on the Hydrants will cost $19,500.00.

Greg noted the town was reimbursed for the feasibility study grant.

**TOWN CLERK:**

Cheryl reported she paid bills, completed bank reconciliation, mailed gross rental forms, received bids for a copier and the town sign.

**MAINTENANCE:**

Jamie noted we have a few water pits we need to have raised up to ground level. One of the

properties is on Green Street, Kauffman Lane, Mountaire and the Sussex County pumping station.

Also, the water pit on 17 Kauffman lane the meter is turned side ways from cars running over it.

We need to talk with Whitemarsh and find out an estimate on the cost of these repairs.

Jamie noted the town will need to purchase a few tools such as a weed edger, back pack blower which can also vacuum leaves. We do need to purchase a salt spreader.

Joanne noted for Jamie to get price quotes on the requested equipment.

Joanne noted next year need to budget for new Christmas decorations.

Cheryl noted the cost for each decoration is $260.00.

Pam noted the Christmas decorations are half price in January.

**POLICE:**

Joanne noted police coverage is twelve hours.

Duane Beck noted is the town generating much in fines.

Cheryl noted each month is different. For the month of October about $260.00

Wesley Hayes and Dora Bell-Isler noted the speeding on Delaware Avenue.

Wesley noted Delaware Avenue needed a 25 mile per hour speed limit sign.

Cheryl noted to Wesley for him to contact Rich Collins his representative.

Wesley noted the trees hanging over the road need to be cut back.

Cheryl will contact Deldot.

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**OLD BUSINESS**:

Update on Annexation of Nino D’Orazio- Greg noted need a letter from Nino requesting

Annexation.

 **NEW BUSINESS**:

* **Elections:** The Town Elections will be held on February 2, 2019

Cheryl noted Notice of Solicitation will be posted in the Coastal Point the week of December 17th and the last date for filing for candidacy is January 4, 2019

* **Discussion on Town of Frankford Sign-**

Cheryl noted she had received two bids for the Town of Frankford Sign.

The first bid was from Phillips Signs in the amount of $4,464.00

The Second bid was from Rogers Sign Co. Inc. in the amount of $4,988.75 this includes

The sign and the lettering on Town Hall’s building.

Greg made a motion to accept the bid from Rogers Sign Co and was seconded by Skip

Motion was unanimous

* **Discussion on a new copier for Town Hall**

The First bid was from Delmarva Document Solutions (Xerox) to lease the copier

for five years in the amount of $76.59. This will include copying, faxing and scanning.

The Second Bid was from Hilyards Business Solutions which would be a Xerox copier

to lease for five years in the amount of $ 103.88. This will include copying, faxing and scanning.

The Third bid was from Affordable Business Systems which would be a Savin PM 2555 SP

copier to lease for five years in the amount of $107.78. This will include copying, faxing

and scanning.

Velicia made the motion to accept the bid from Delmarva Document Solutions for a monthly lease for five years in the amount of $76.59 and was seconded by Greg.

Motion was unanimous

**CITIZENS PRIVILEGE:**

Duane Beck noted the flooding at Robert Daisey’s residence on Reed Street.

Skip noted he would be in contact with Soil Conservationists to clean out the drain by Robert Daisey’s

home.

Cheryl noted Chesapeake Paving should be back in town to clear the asphalt from the drains on Reed Street.

Duane noted on Reed and Knox Street the storm drain needs to be cleaned out.

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**ADJOURN:**

Greg made the motion to adjourn the Regular Session at 8:37PM.

Council will be moving into Executive Session after this monthly meeting.

**RECONVENE:**

Pam made the motion to reconvene into regular session and seconded by Velicia

at 916:pm.

Motion was unanimous

Joanne noted Council had met in Executive Session to discuss the issues with the

water plant and the idea of selling the water plant.

Joanne noted we need a motion to schedule a meeting with the Town Solicitor to discuss

selling the water plant.

Greg made the motion to schedule a meeting with the Town Solicitor to discuss the possibility

of selling the water plant and was seconded by Velicia.

Motion was unanimous

**ADJOURN:**

Velicia made the motion to adjourn the meeting at 9:18pm and seconded by Skip

Motion was unanimous.

**Respectfully**

**Cheryl A Lynch**

**Town Clerk**