**MONTHLY TOWN COUNCIL MEETING**

**MINUTES**

**SEPTEMBER 9, 2020**

**TOWN COUNCIL:** Greg Welch President

Edward (Skip) Ash Vice President

Pamela Davis Councilman

James Sample Councilman

John Wright Treasurer

**TOWN EMPLOYEES:** Cheryl Lynch Town Clerk

Larry Corrigan Chief of Police

**OTHERS:** Cindy Timmerman Robert Murray

Kathy Murray Priscilla Schoolfield

Marlene Biddinger Bonnie Elliott

Kerin Magill Kyle Quillen

**MEETING CALLED TO ORDER:**

Greg called the meeting to order at 7:02pm

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

John made the motion to approve the agenda and was seconded by Pam

Motion was unanimous

**PRESENTATION AND APPROVAL OF MINUTES:**

Skip made the motion to approve the monthly council minutes and Executive

Session from August 3, 2020 and was seconded by Pam

Motion was unanimous

**TREASURER’S REPORT:**

John noted the account balances as of August 31, 2020

General Fund: $100,000.00

ICS shadow Account: $3,508,766.41

Water Account: $15,189.76

Transfer Tax Account: $159,217.90

Sinking fund: $1,787.01

Municipal Street Aid: $4,309.63

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**REPORT OF TOWNS DEPARTMENTS:**

**TOWN CLERK:**

Cheryl noted worked on bills, prepared minutes for approval, two building permits for the month of

August, Reconciled Bank Statements.

**MAINTENANCE DEPARTMENT:**

Skip noted the town had hired a new Part-time maintenance employee and his name is

Doug Coulfelt.

Skip noted need to have Delmarva Power to install a power line to run from Hickory Street

to the park bathrooms for more service to assist with Christmas in the Park.

Skip noted Kenny Hooper assisted the town with installation of the culvert pipe by the Town sign

in the median and also Kenny installed an in memory sign.

Jimmy Sample noted waiting on Roots Landscaping to plant the shrubs around the sign in the

median.

Skip noted need to repair the blacktop in the back of the park walkway from the bathroom to the

Railroad track.

**POLICE DEPARTMENT:**

Larry noted residents are complaining of people running the stop sign at Thatcher Street.

Larry noted received complaints about loud parties.

Larry noted received three applicants for the Part-Time police position and the goal is to

have someone hired and on the road by October 1, 2020.

Larry noted Coffee with a Cop will be September 10, 2020 from 6:00pm to 7:00pm.

Larry noted Envision of Frankford did a wonderful job for the movie in the park.

Larry noted the Maintenance employee is doing outstanding job for the town.

**OLD BUSINESS:**

**Update on National Registration of Old Town Hall:**

Greg noted the Council decided to move forward with the National Registration

of the old Town Hall.

Greg noted waiting on the research schematic for the information the town will need to forward

to Madeline Dunn.

Greg noted this could take up to a year to complete.

Greg noted need to form a Historical Committee to help with the Towns history, pictures

and town information.

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**Update on the Comprehensive Plan:**

Greg noted on August 26,2020 he and John attended a zoom meeting with the state agency on the

Comprehensive Plan.

Greg noted waiting on the state agency to submit their comments in writing and the committee

noted the town had a good plan.

Greg noted it is an expensive process to complete the comprehensive plan which the plan

only needs to be updated every ten years.

**Update on the Planning and Zoning meeting:**

Greg noted Planning and zoning held a meeting on August 17, 2020 to discuss the

Annexation on Steve and Michelle Benton property.

John noted he attended the Planning and zoning meeting the committee came up with

the advantages and disadvantages for the annexation.

John noted the committee decided to move forward with the annexation process and made

their recommendation to the Town council.

John noted Mr and Mrs Benton also applied for a conditional use for the Bed and Breakfast

and wedding venue which the committee felt they need to annex into town and then the Planning and Zoning will review the conditional use at that time.

Greg noted the next step is to submit a Plan of Services to the state Planning Office for

Review. The letters would be sent to Police Department, fire Department, EMS Services,

Delmarva Power, Sussex County Planning and Zoning and Engineering department.

Greg noted after the review there will be a town hearing for the annexation.

John made a motion to move the annexation process to the Plan of Services

and was seconded by Skip.

Motion was unanimous

**Discussion of the E-Code 360:**

John noted this group would take your town ordinance and charter turn into code and place on the

internet.

John noted the start up cost would be $7,500.00 to $10,000.00 and the annual maintenance

would be $600.00 to $800.00 per year.

Kathy Murray noted before signing up for the E-Code 360 the town needs to have a

Charter and Ordinance Committee and review these items and make necessary

changes before signing up with E-Code-360.

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John noted he would be in touch with other municipalities who are on the E-Code-360.

Greg noted would like to form a Charter/Ordinance Committee.

Greg noted he would be on the committee, Kyle Quillen, John Wright, and Priscilla Schoolfield.

Greg noted the first Charter/Ordinance Committee meeting September 24, 2020 at 6:00pm.

**NEW BUSINESS:**

Discuss the Warehouse Rental:

John noted met with R and R Realtor to discuss possibly renting out a part of the warehouse.

The Realtor noted the rental space fee would be $3.50 to $4.00 a square foot which would be

about $23,500.00 per year. The Realtor fee would be four percent of the monthly rental.

The Realtor noted there is a market for these properties to sell and john noted bring all offers and the

Council would discuss.

John noted the front access needs repair.

Greg noted need to discuss a pole building for the town maintenance.

Skip noted need to rent the whole building.

John made the motion to accept the proposal from R & R Realtor to either sell the warehouse

or rent the building and was seconded by Jimmy.

Motion was unanimous

Skip noted how does the town move forward with dilapidated homes.

John noted need to follow Ordinance Number five.

Pam noted the committee has been formed and will meet soon also they have

a list of those properties and a letter will need to be sent from the town attorney.

**Discuss Waiver of Annexation fees:**

John noted to annex into town it is $500.00 Residential Per Acre and $1,000.00 Commercial

Per Acre. The application cost is $500.00 and $2,000.00 for professional fees and advertising.

John noted would like to see a one year waiver on the annexation fees and would like to see

the town grow.

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John noted some of the farms that are for sale whoever purchases the farm would probably

Subdivide the parcels and the town would receive funds from the transfer tax, subdivision, Building

Permits annexation far exceed the five hundred dollar an acre which would increase the tax base in town.

Council decided to review the waiver of annexation at the next meeting.

**COMMITTEE MEETINGS AND REPORTS:**

Kathy noted Envision of Frankford had their drive-in movie and was a great success.

Kathy noted the next Committee meeting is September 10, 2020 and the topic of

discussion is the Fall festival.

Kathy noted if they cancel the Fall Festival, they could have a drive thru trick or treat

and a movie in the park parking lot.

Kathy noted will be discussing Christmas in the Park at the next committee meeting.

Council will need to decide on Trick or Treating in the town at the next Council

meeting.

Skip noted the rails on the front porch of the Santa house needs to be repaired.

Skip noted could get the towns maintenance employee could fix the rails on the

front porch.

Skip noted when will Artesian install the water meter at the park. Artesian has

marked where they are going to install the meter.

**CITIZENS PRIVILEGE:**

Kathy Murray noted the business license fee needs to be reviewed.

John noted make a list of the businesses in town.

Kathy Murray noted would like the Council to report the percentage and dollar amount

delinquencies of the town at the monthly council meetings.

Robert Murray noted the town had two lighted speed limits trailer signs.

Skip noted he had spoke with Rich Collins about the speed limit signs for the highway

but hadn’t received the signs.

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Skip noted he will contact Rich Collins about those signs.

Skip noted hope to get the speed limit trailer signs out within a week.

Marlene Biddinger from the library wanted to know when we get a heavy rain it always

floods heavy on Main Street is that a town issue.

Skip noted the road isn’t sloped corrected, but it does drain but doesn’t drain quickly.

Bonnie from the Library wanted to thank Skip for all his assisted with the drainage issue

at the Library.

Skip noted will have Matt Messina from Soil Conservation come to the Library

and assess the drainage issue.

**ADJOURN:**

Skip made the motion to adjourn the regular session to move into Executive Session at 8:12pm

Motion was unanimous

**RECONVENE FROM EXECUTIVE SESSION:**

Pam made the motion to reconvene from Executive session to regular session at

and was seconded by Skip

Motion was unanimous

Pam made a motion to have the Town Hall carpet cleaned by Brasure’s Carpet Care

and was seconded by Jimmy.

Pam- yes

Jimmy- Yes

Skip- Yes

Greg- Yes

John- no

Motion was made with a four yes and one no.

Motion was passed

Cheryl noted can the town get banners for Honolulu Rd because the cost

Of the electric

Council noted for Cheryl to purchase a copier for Chief Larry.

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Skip made the motion for the Part-Time police officer to start on October 1, 2020 and was

seconded by Jimmy

Motion was unanimous

Greg noted will take care of the FOIA request from Dean Esham.

John made the motion to reduce the number of phones lines for the Town Hall

and Police Department from six lines to three lines and was seconded by Pam.

Motion was unanimous

**ADJOURN:**

Skip made the motion to adjourn the regular session at 9:54pm and was seconded

by Jimmy.

Motion was unanimous

**RESPECTFULLY**

**Cheryl A Lynch**

**Town Clerk**