**MONTLHY COUNCIL MEETING**

**MINUTES**

**NOVEMBER 2, 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:** Robert Murray Kathy Murray

 Robbie Murray Priscilla Schoolfield

 Ronald Hall Bonnie Elliott

 Kerin Magill Kyle Quillen

 Wesley Hayes Jr

**MEETING CALLED TO ORDER:**

Greg called the meeting to order at 7:00pm

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

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

Motion was Unanimous

**PRESENTATION AND APPROVAL OF MINUTES:**

October 5, 2020 Monthly Council Minutes:

Skip made the motion to approve the monthly council minutes and was seconded

by John

 Motion was unanimous

October 5, 2020 Executive Session Minutes:

John made the motion to approve the Executive Session minutes and was seconded by

Skip

Motion was unanimous

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**TREASURER’S REPORT:**

John noted the account balances:

General Fund: $100,000.00

ICS (Sweep Account) $3,549,745.54

Water Account: $19,923.04

Sinking Fund: $1,777.46

Transfer Tax Fund: $163,803.15

Municipal Street Aid: $20,346.10

John noted the total delinquency to the town is $114,619.54

John noted on the Town Taxes amount billed was $120,000.00 and

the town has received $106,000.00.

John noted gave to Greg a copy of the financial policy from Sussex County.

John noted working on a Financial Policy draft for the town.

**REPORT OF TOWN DEPARTMENTS:**

**TOWN CLERK:**

Cheryl noted worked on minutes for the meeting, bills, reconciled bank statements

and worked on the Christmas lights for the town.

Cheryl noted to install thirty banners and brackets the electrical company was going to charge

$6,200.00.

Cheryl noted she ordered 10 banners and brackets for Honolulu Rd and four

Christmas lights for the poles so that we would have enough lights for Frankford Avenue and Daisey street. On the intown side of Honolulu Road is Delaware electric Co-op. Skip talked to someone at the Co-op and they agreed to hang the brackets and banners for no fee.

Cheryl noted if the town decided to hang Christmas lights the electrical work would cost

$32,000.00 on Honolulu Rd.

Skip noted the electrical service is on the out of town service of Honolulu Rd

Cheryl noted she contacted Delmarva Power and there is an application fee of two hundred

dollars and ten dollars and fifty cent fee for each bracket hung on the pole. Also, you can not

hang a banner under a streetlight.

Cheryl noted the town only budgeted five thousand dollars for Christmas decorations.

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Cheryl noted the cost of the ten banners and four Christmas lights is around Three thousand

Two hundred dollars. The electrical company charges around one thousand dollars.

Cheryl noted met with Expert Wire company to get another estimate on hanging and

taking down the Christmas lights.

John noted at the last council meeting the council decided to order the thirty banners

and brackets but now that has changed due to the extra expense installing the banners

and brackets.

Skip noted Doug had repaired the broken Christmas lights and all the Christmas Lights

are working.

Cheryl noted the reindeer they hang on the corner of Main street and Thatcher doesn’t light.

Greg noted there is a plug for the Christmas light, and the wire isn’t hooked to the receptacle.

MAINTENANCE DEPARTMENT:

Jimmy noted planted flowers, shrubs and solar lights in the median.

Jimmy noted planted flowers in the pots in town.

Skip noted met with Tony’s Electrical to discuss the electrical service in the park.

Greg noted need to have the electrical wire in the ground instead of over head

into the park.

Skip noted received two estimates to replace the blacktop in the park and take up

the roots from the pine trees.

Skip noted P & A paving gave an estimate of $10,482.67 and Isaac paving gave an

estimate of $5,850.00.

Skip noted Isaac’s can complete the project in three days.

**POLICE DEPARTMENT:**

Larry noted the new part time officer is doing a wonderful job.

Larry noted the traffic and criminal arrest were up in town.

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The number one traffic offense is speed and the second is cell phone use.

The police department partnered with Envision of Frankford in the Driver thru Trunk or

Treat which they had around three hundred vehicles and followed by the movie in the

Park.

Larry noted will be working in town for Election day.

Larry noted in November will be the one year anniversary of the Police Department.

**OLD BUSINESS:**

UPDATE ON NATIONAL REGISTRATION OF OLD TOWN HALL:

Greg noted he was in touch with Madeline Dunn and advised her the town had

established a committee which consists of Kyle Quillen, Larry Corrigan, John Wright

Anthony Valenti and himself.

Greg noted Ms. Dunn noted she had applied for a blog and is waiting on approval. Once this

is approved the people will be able to submit their history information on the old town hall.

Ms. Dunn expects the building to be on the register by next year.

**UPDATE ON COMPREHENSIVE PLAN:**

Greg noted the town had received the comments on the Comprehensive Plan and the town

needed to respond to their comments.

Greg noted once they review our comments and approve the Comprehensive plan the town

will be able to adopt the new Comprehensive plan.

Greg noted the town has spent a lot of money on the Comprehensive plan, the consultant fees should be down next fiscal year due because the plan needs to be updated every ten years.

Greg noted need to post online the review letter and comments and the towns response.

**DISCUSS WAIVER OF ANNEXATION FEE:**

John noted we have a hand full of properties that are part in town and part out of town.

Waive the acreage annexation fee which would be five hundred dollars per acre for residential

and one thousand dollars for commercial.

John noted for example if the Hudson Farm and Bernard Lynch farm were

sold the town would gain funding from the transfer tax, sub-division and the lots sold

and the sale of each lot, building permits also the increase in property taxes.

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Greg noted the town has not annexed any properties in town until know. The town is learning

what the cost detail is for annexation. If the town does another annexation the town should be

able to handle most of the annexation themselves and cut some of the consultant fees.

Greg noted need to put in writing the waiver of annexation

**DISCUSS WAREHOUSE RENTAL:**

John noted from the Realtor she had received an offer on the purchase of the warehouse

and the second is for a lease. The Realtor should have those offers within a week.

The Realtor noted the purchase would happen quicker than the lease.

Robbie noted what would happen to the contents of the warehouse which holds the

Christmas decorations for Envision of Frankford and the towns Christmas lights.

Greg noted to hold the contents it would take a 22 by 22 area to store the Christmas

Decorations.

Greg noted the town is planning on building a pole building.

Bonnie noted if the town Christmas lights continue to grow 22 X 22 would not be large enough.

Pam noted when the town sold the water plant the first purchase was to build a pole

building and build big enough to store all the Christmas lights from the town and Envision

of Frankford. The Town and Envision of Frankford have come together.

Robbie noted the largest item Envision of Frankford has is the Christmas Tree which they

are not going to make it any taller.

Greg noted he did not think the lot in the back of town hall is big enough for what

the town would need to store the items and vehicles.

Greg noted the town could build a pole building down in the park parking lot.

John noted if the building were built at the park it would make it easier to move

the decorations.

John noted would like the council to decide where to build the new maintenance building.

Greg noted might not keep the police cars at the new maintenance building might be kept

at the townhall and building a car port to keep the police cars.

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John made a motion to pursue pricing on the new maintenance building at the park and

was seconded by Skip.

Motion was unanimous

John noted for Skip and Jimmy get together and decide what size maintenance building we need

to build.

**NEW BUSINESS:**

**DISCUSS BUSINESS LICENSE:**

Greg noted the town was delayed in sending out the 2020 in town business license

and Cheryl has sent out the renewals.

**COMMITTEE MEETINGS AND REPORTS:**

Charter and Ordinance Committee:

Greg noted the committee met October 7th and October 20th. The next meeting is scheduled

for November 12, 2020.

Greg noted the committee will be deleting the ordinances dealing with water department.

John noted looking for guidance to remove the water ordinances.

Greg noted will be talking with the town attorney on this issue.

DILAPIDATED HOME COMMITTEE:

Pam noted the committee will be meeting after the first of the year and they have

a list of what they need to complete.

Kathy noted Sussex County adopted new ordinances on unkept properties and the

article was in the Wave on October 20, 2020.

Greg noted the town adopted the counties housing code.

**ENVISION OF FRANKFORD:**

Robbie noted had the drive thru trick or treating had about three hundred children

and had about thirty vehicles for the movie in the park.

Robbie noted will be starting decorating in the park on November 3rd, 5th, and 7th.

Robbie noted will be holding the opening of Christmas in the Park on November 28, 2020.

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Robbie noted there will not be any hot cocoa or cookies this will be a walk through.

Robbie noted might have a Santa stop by just to pick up the letters.

**CITIZENS PRIVILEGE:**

Kathy noted need to increase the fee on the business license.

Kathy noted the Rental License fee is $50.00 per year and is more than most of the

fees on the business license fee.

Greg noted the town needs to address the fees.

Kathy noted need to contact the neighboring towns on their business license fee income.

Wesley Hayes noted create a tier for the business license fee income.

Kathy noted she will contact Sheldon Hudson Mayor of Millsboro and inquire about

their business license fee income.

Robert noted on the building permit fees the fire company receives .50%.

Robert noted he sees a difference in the amounts the fire company is receiving.

Greg noted the building permit fee is 1.25% of the total project cost.

Greg noted the town should change the fee from a 1.25% to a square footage fee.

Robbie noted the Council needs to focus on one project at a time so that you

accomplish what you need to get completed and no project gets forgotten.

**ADJOURN:**

John made the motion to adjourn the regular session and move into Executive Session and was seconded by Skip at 8:24pm

Motion was unanimous

Reconvene from Executive Session to Regular Session at 8:57pm

Skip noted would like Kenny Hooper to place his business sign on Daisey Street.

John made the motion to accept the three year police contract for Larry at fifty-five thousand

per year and was seconded by Jimmy.

Motion was unanimous

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Greg noted need a motion to open separate checking account for each grant.

Pam made a motion to open separate accounts for the police grants and was

seconded by Skip

Motion was unanimous

Jimmy made a motion to order a debit card for Larry with a twenty-five hundred limit

and seconded by Skip.

Motion was unanimous

Pam noted Larry will contact her for each purchase for the police department.

Pam noted the signs in town for Truitt’s Service, Gray’s Mobil, R & R Upholstery and

Mountaire etc will be grandfathered. These signs were purchased by each owner many years ago

when Marla Daisey handled Beautification for the town. The funding came from the county.

The town did not purchase any of the signs.

 Skip noted had two estimates for the walkway repair at the park one was for $10,000.00

and the second bid is for $5,850.00.

John made the motion to have Isaacs Paving repair the walkway at the park in the amount of

$5,850.00 and was seconded by Jimmy.

Motion was unanimous

**ADJOURN:**

Pam made the motion to adjourn the regular session at 9:26pm and was seconded by

Skip.

Motion was unanimous

**RESPECTFULLY**

**Cheryl A Lynch**

**Town Clerk**