**TOWN OF FRANKFORD**

**MONTHLY COUNCIL MEETING**

**DECEMBER 6, 2021**

**TOWN COUNCIL:** Greg Welch President

Edward (Skip) Ash Vice President

Pamela Davis Councilman

James Sample Councilman

John Wright Secretary/Treasurer

**TOWN EMPLOYEES:** Cheryl Lynch Town Clerk

Nick Rose Maintenance

Larry Corrigan Chief of Police

Kevin Dorney Police Officer

**OTHERS:** Nicole Riddick Guillermo Montalvo

Priscilla Schoolfield Kye Quillen

Michelle Valentine Bonnie Elliott

Kerin Magill Tony Morgan

**MEETING CALLED TO ORDER:**

Greg called the meeting to order at 7:00pm

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

Greg noted he wanted to move up the presentation for the Sussex County Community

Block Grant Program

John made the motion to move up the presentation from the Sussex County Community

Block Grant program, approve the agenda with the change and was seconded by Skip

Motion was unanimous

**PRESENTATION AND APPROVAL OF MINUTES:**

November 1, 2021- Council Meeting

Skip made the motion to approve the minutes and was seconded by John

Motion was unanimous

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**DELAWARE HOUSING AUTHORITY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM:**

Guillermo Montalvo introduce himself and Nicole Riddick for a presentation from the

Sussex County Community Development & Housing Division.

There will be a two million funding for Kent and Sussex County. The department needs to hold

a public hearing at each municipality to explain the program and to allow the towns to have their input.

The program is for the low to moderate income. In 2021, a two -person household income can’t

exceed $48,000.00. The program can be used for infrastructure on a street with a 51% low to

moderate income and would include a door to door, survey. If the sidewalk project cost $100,000.00 it would be a ten percent cash match or a fifteen percent in kind match. This infrastructure would be for the Town, and this is a matching grant. The program is for owner occupied housing. The rehabs include windows, doors, roofs, bathrooms and floors, electrical and plumbing upgrades. The property must be owner occupied, low to moderate income, insured, property taxes must be current with the County and Town unless they have a payment plan. A Primary residence with $5,000.00 in repairs or below no lien, $15,000.00 has a five year zero percent prorated payback lien, $40,000.00 or more zero interest with a no prorated pay back. In the last five years the Town of Frankford has received $144,000.00 for housing rehab but the county applied for $240,000.00 but only received $144,000.00. The program has assisted seven households in the last five years. A resident can apply for emergency funding for water, no heating or air conditioning, roof repair and handicapped accessibility. Information for the resident is available at Town Hall which consists of a phamplet, application and contact information 302-855-7777. Each town can submit four properties for assistance and the Town of Frankford has for already on the list. Some houses might take more funding than others. This program can assist a resident in finding a program to assist with paying utilities such as water, electric and sewer. Mr Montalvo also left with Cheryl an application which needs to be signed by Council President for next years funding. Also

they will need a copy of the approved minutes from this meeting.

**REPORT OF TOWNS DEPARTMENTS:**

**TREASURER:**

John noted the account balances:

GENERAL FUND ACCOUNT: $100,000.00

ICS SWEEP ACCOUNT: $3,990,965.57

MUNICIPAL STREET AID: $17,341.98

TRANSFER TAX ACCOUNT: $93,424.88

**TOWN CLERK:**

SEE REPORT

**MAINTENANCE:**

SEE REPORT

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Skip noted Soil conservation has bee repairing storm drains on Frankford Avenue and

Honolulu Road.

Skip noted need to hold another meeting with DNREC to discuss the drainage behind

Mr Oliver’s on Mill Street. Which flows towards Delaware Avenue.

Skip noted the Christmas light at Main and Thatcher is not on and wires showing on

Daisey Avenue.

Cheryl noted the electrician was to contact Delmarva Power about the Christmas light

fixture on Main and Thatcher Street.

**POLICE DEPARTMENT:**

Larry showed a Power Point Officer Loulou put together on the two -year anniversary of the police department from 2019 to present.

Larry noted new hires are doing well. Traffic productivity is up, complaint load is increasing,

Thefts from vehicles has decreased by 78%. There will be a police presence on Wednesday nights

for Christmas in the Park.

Larry noted attended surrounding towns for holiday parades.

Larry noted continued police presence with various church/social service agencies for the betterment of community.

Larry noted the Plans for 2022 would be to increase revenue with grants for the Police Department

Which would include Web base evidence system, building changes for arrestees, computer upgrades,

Static informs/firearms, static vehicle fleet, and body cameras which those would be funded by the state.

**OLD BUSINESS:**

**DISCUSS FINANCIAL PLANNING:**

John noted met with WSFS and they had the best investment plan, and we are just waiting on the

paper to sign and transfer the funds.

**DISCUSS AMERICAN RESCUE PLAN ACT FUNDS:**

Greg noted ARPA funds can be used for Stormwater.

**DISCUSS ELECTIONS:**

Greg noted the Election will be held February 5, 2022, from 1:00pm to 4:00pm

Greg noted there are three Council seats up for election.

Greg noted post the Notice of Solicitation for Candidates on the website.

**NEW BUSINESS:**

**DELAWARE HOUSING AUTHORITY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**See Report on Page 2**

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**DISCUSS TOWN MANAGER:**

Pam noted should hold a special meeting to discuss the skill sets of the Town Manager or

hold a meeting prior to the January 2022 meeting at 6:00pm.

Skip noted need to hold the meeting before January’s meeting.

John noted can discuss know at the

Skip noted would we want Full-time or Part-time.

John noted the town usually spends about $60,000.00 on consultants which a Town Manager

could manage a part of the consultant requests.

Skip noted need a Town manager to market the town.

Greg asked are we going to fund this position.

John noted the council usually starts the budget process by March.

Kyle noted need to complete a study on the consultant category and how much of consultant

could the Town Manager handle.

Greg noted need to decide on how the town will pay for a Town Manager.

Greg noted would need to use some of the capital reserves.

John noted the town could compare to Dagsboro and Millville.

Betsy noted maybe hire someone to oversee some of the projects and they wouldn’t need

to be here every day.

Greg noted will continue to discuss Town Manager at the next meeting.

**COMMITTEE MEETINGS AND REPORTS:**

**CHARTER AND ORDINANCE COMMITTEE**:

No Report

**FIRE HAZARD COMMITTEE:**

No Report

**MAINTENANCE BUILDING COMMITTEE:**

The committee met on November 9, 2021.

Greg noted met with the engineer and they are working the Request for Proposal to advertise.

**HISTORICAL COMMITTEE:**

No Report

**ENVISION OF FRANKFORD:**

Bonnie Elliott from the library noted the opening of Christmas in the Park was well attended.

Bonnie noted there was a little trouble in the park on December 1, 2021.

Larry noted there is a police presence every Wednesday night from open to close.

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**CITIZENS PRIVILEGE:**

Bonnie Elliott from the Library noted on December 23, 2021, and January 30, 2021, the Library

will be opened from 10:00AM to 5:00pm and closed Friday, Saturday, and Sunday for Christmas

and New Year’s Holiday.

**ADJOURN:**

John made the motion to adjourn the meeting at 8:00pm and was seconded by Skip

Motion was unanimous

**RESPECTFULLY,**

**CHERYL A LYNCH**

**TOWN CLERK**