**TOWN OF FRANKFORD**

**MONTHLY COUNCIL MEETING**

**FEBRUARY 7, 2022**

**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

Laurence Corrigan Chief of Police

**OTHERS:** Priscilla Schoolfield Ronald Hall

Kerin Magill Kyle Quillen

**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 needed to add the annual contract from AECOM, Kyle Gulbronson

Engineer

John made the motion to approve the agenda the with addition and was seconded by

Skip

Motion was unanimous

**SWEARING IN OF COUNCIL:**

Greg noted the town didn’t have to hold an election.

Greg noted Skip, Pam and Jimmy signed on for two years.

Larry Corrigan Chief of Police swore in the Skip, Pam and Jimmy

**REORGANIZATION OF COUNCIL:**

PRESIDENT: Skip made the motion to elect Greg Welch as Council President and

was seconded by Jimmy

Motion was unanimous

**VICE PRESIDENT:** Pam made the motion to elect Edward (Skip) Ash as Vice President of Council

and was seconded by John

Motion was unanimous

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**SECRETARY/TREASURER**: Skip made the motion to elect John Wright as Secretary/Treasurer

and seconded by Jimmy

Motion was unanimous

**PRESENTATION AND APPROVAL OF MINUTES:**

January 12, 2022 Monthly council Minutes:

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

Motion was unanimous

**REPORT OF TOWNS DEPARTMENTS:**

**TREASURER REPORT:**

John noted the balances on the bank accounts:

GENERAL FUND: $100,000.00

ICS SWEEP ACCOUNT: $988,340.98

WSFS INVESTMENT ACCOUNT: Balance will be quarterly

TRASNFER TAX ACCOUNT: $93,453.45

MUNICIPAL STREET AID: $14,612.84

John made a motion to hold the first budget workshop on March 16, 2022 at 6:00pm

and seconded by Skip

Motion was unanimous

**TOWN CLERK:** See Report

**MAINTENANCE**: See Report

Skip noted Christmas light receptacle needs to be repaired on Main and Thatcher and Knox Street.

Skip noted for Cheryl to contact Delmarva Power about the repairs.

Skip noted need to repair the storm drain and the fill the dip at the end of Reed Street and Honolulu Rd.

Skip noted he would contact Rich Collins to see if he would assist the town in the funding to repair

Reed Street and Honolulu Rd culvert pipe and black top,

Skip noted he and Nick did fill the pothole at the end of Reed Street and Honolulu Rd

Skip noted he will have Soil Conservation give the town a quote to repair the end of Reed Street

and Honolulu Rd.

Skip noted Soil conservation took care of the Dukes property on Reed Street. They cut back all

the brush and cleaned out the ditch.

Skip noted the town needs to spray the ditch on the Dukes property to prevent growth.

Skip noted had a meeting with DNREC and some of the owners between that area to discuss the ditch between Green Street and Delaware Avenue.

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Skip noted had one resident that they liked their privacy and didn’t want to take down her trees.

Skip noted working with Soil Conservation in working around Albert Oliver’s area.

Greg thanked Skip and Nick on the snow plowing and did a great job.

**POLICE DEPARTMENT:**

Larry noted 100% drop in report thefts in vehicles.

Larry noted accepted an internship with University of Delaware.

Larry noted Officer Megan Loulou and himself did an active shooter program at the Library

**OLD BUSINESS:**

**DISCUSS FINANCIAL PLANNING:**

Greg noted he and John have a meeting with Steve Dunn from WSFS on February 10, 2022

to review the investment account.

John the town is working on investment and financial strategy.

Greg noted they are looking for collection solutions and would be discussing with the

town attorney.

Greg noted the attorney noted the town could place liens on properties in the of five hundred

dollars or more.

Greg noted the lien would be for trash and recycle.

John noted is the town going to remove the old debt and do we want to continue to collect

the debt if we can’t we need to remove from the debt.

John noted the attorney needs to advise the town on collecting old debt and what would the time limit.

Greg asked John if he could come up with collection questions for the attorney.

Greg noted for the trash and recycle collection letter should state we would place a lien on the

property.

Greg noted the fee to place a lien is $150.00, and $150.00 to remove the lien and this fee

is attached to the residence account.

Greg noted for John to ask the attorney which would work for a monition sale a dollar amount

such as $750.00 or number years.

**DISCUSS THE AMERICAN RESCUE PLAN:**

Greg noted he asked Barnes and Thornberg about five projects:

Storm Water Project

Premium Pay

Hot Water at the park in the bathroom

Upgrade the IT equipment in town Hall to include computers, cameras and audio

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Greg noted need to put together an RFP for the Hot Water in the bathroom park so we

could submit to Barnes and Thornburg approval.

Greg noted discussed a workshop for the ARPA funds.

Greg noted broadcast the council meetings for people who can’t attend the meetings in person.

Greg noted need to contact businesses for pricing to upgrade IT equipment, broadcast meetings

Cameras.

**PREMIUM PAY:**

Pam noted her thoughts that Larry and Cheryl deserve the pay.

Greg noted he thinks the employees are intitled to the premium pay.

Skip noted need to see what other municipalities are doing for premium pay.

Greg noted the Town of Millville gave to their employees Five dollars and hour from March 23, 2020 through July 13, 2021.

Greg noted ARPA policy states you can give up to thirteen dollars an hour but not to exceed

twenty-five thousand dollars.

Cheryl noted what about the employees that worked here during March 23, 2020, to present

are they intitled to the ARPA funding.

John noted the council needs to work on what benefits the residents of the Town of Frankford

before we start the premium plan discussion.

**UPGRADE IT EQUIPMENT:**

Greg noted would like to upgrade the computer system at Town Hall and add audio

so we can broadcast ouR meetings for people who can’t attend.

Greg noted for Cheryl to put together a Request for Proposal for the upgrade.

Ronald Hall noted upgrade the town park with new playground equipment and upgrade the

fence.

Greg noted the Town Council will hold a workshop meeting for the use of the American Rescue

Plan Funds at 6:30pm.

**DISCUSS ELECTIONS**: No Election

**NEW BUSINESS:**

**COLLECTION POLICY:**

Greg noted John will put together questions for the Town Attorney

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**DISCUSS TOWN MANAGER:**

Greg will be discussing the Town Manager during the budget workshop

**PLANNING AND ZONING MEETING SCHEDULED FOR FEBRUARY 8, 2022, AT 6:30PM:**

The meeting is to discuss the added verbiage to Ordinance 29 to contain definition of Accessory Living

Quarters, Agriculture and Special Events.

**DISCUSS ORDINANCE #32 UPDATED FEES:**

Greg noted drafted an Ordinance 2022-0001 to amend Ordinance 32.

Greg noted the Ordinance states the fee change for Business License to $75.00 and change

the Park Rental Fee to $100.00.

John made the motion to approve the Ordinance fee change and was seconded by Pam

Motion was unanimous.

Greg noted AECOM sent for approval their annual agreement for engineering service to the town.

Pam made the motion to accept AECOM annual agreement and was seconded by Skip

Motion was unanimous

**COMMITTEE MEETINGS AND REPORTS**:

CHARTER AND ORDINANCE COMMITTEE: No Report

**FIRE HAZARD COMMITTEE**: No Report

**MAINTENANCE BUILDING COMMITTEE:**

Greg noted the town received one bid for the maintenance building behind town hall.

Greg noted the cost for the building was $92,000.00 which included the options and upgrades.

John noted Sussex County adopted an ordinance and the town could receive $88,000.00 or $44,000.00

as a matching grant. We could use the funds towards the maintenance building. These funds are from

transfer tax.

John made the motion to hire Delmarva Buildings to build the maintenance building

and seconded by Skip

Motion was unanimous

**HISTORICAL COMMITTEE**: No Report

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**ENVISION OF FRANKFORD**: No Report

Greg noted would like to thank Envision of Frankford for Christmas in the Park and the Fire Company

for storing some of the Christmas Items from the park.

Skip noted the town has a sweeper, rake, lawn sweeper and two radar trailers we need to sell those items.

Greg noted we would need to do a sealed bid.

**CITIZENS PRIVILEGE:**

Ronald Hall noted the town did a great job with the snow removal

**ADJOURN:**

Skip made the motion to adjourn at 8:39pm and seconded by Jimmy

Motion was unanimous

**RESPECTFULLY,**

**Cheryl A Lynch**

**Town Clerk**