**MONTHLY COUNCIL MEETING**

**AND**

**PUBLIC HEARING**

**MINUTES**

**SEPTEMBER 6, 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

Laurence Corrigan Chief of Police

**OTHERS:** Bonnie Elliott Lucinda Spence

Bill Manske Priscilla Schoolfield

Kerin Magill Michael Dugdale

Valerie Dugdale Ronald Hall

Kyle Quillen Louis Travalini

**MEETING CALLED TO ORDER FOR THE PUBLIC HEARING:**

Greg called the Public Hearing to order at 7:00pm

Greg noted the Public Hearing was called to Amend Ordinance 29 update the list

of definitions related to agricultural uses and residential uses and revising permitted uses.

Greg read the Amendment of the Land Development Ordinance 29.

Greg asked everyone if they had any questions to the amendment.

There were no questions

**ADJOURN:**

Pam made the motion to adjourn the Public Hearing at and was seconded by Jimmy

Motion was unanimous

**REGULAR SESSION:**

Greg noted moved into Regular Session at 7:14pm

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Skip made the motion to approve the Land Ordinance Amendment of Article 2, Article 7

and Table 7 to include additional uses related to Agriculture and Residential and seconded

by John.

Motion was unanimous

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

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

Motion was unanimous

**PRESENTATION AND APPROVAL OF MINUTES:**

Monthly Council Meeting August 1, 2022

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

Motion was unanimous

**REPORT OF TOWNS DEPARTMENTS:**

**TREASURER:**

John noted the Account Balances:

**General Fund:** $100,000.00

**ICS Sweep Account:** $1,120,997.00

**WSFS Investment:** $2,654,239.61

**Transfer Tax Account:** $119,091.17

**Municipal Street Aid**: $2,766.04

John noted transferred funds from the Transfer Tax account to the General Fund less the Police Grant

of $30,000.00.

John noted to be in compliant with the Financial Policy we need to change the Debit Card to a

Credit Card.

Council agreed to delete the Debit Card and obtain a Credit Card.

John noted the General fund is set at $100,000.00 and would like to adjust the figure to

$50,000.00. The General Fund is set with the ICS Sweep Account. We don’t write many

High dollar checks so we should adjust the daily figure to $50,000.00 just in case of any

Fraudulent activity.

John noted how to collect on the water debt.

John noted Council needs to consider deleting the water debt and follow the Financial Policy

to place liens on the property.

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Greg noted we could forgive the water debt or start placing liens on the properties for their

water debt. If a lien is placed on the property you need to update the lien annually and there

is a fee to place and remove a lien.

Mr Manzke noted the town should send a letter to the resident to let them know the amount they owe and give them a time frame to pay before placing a lien on the property.

Mr Hall noted how much is the total debt owed to the town.

John noted the debt for everything is $80,000.00.

John noted to send a warning letter to the residents who owe more than $500.00 or more with

their next Trash/Recycle billing and give them until January to respond to the letter or pay in full.

Greg noted in the Financial Policy there is the Request of Hardship.

Greg noted need a list of residents and create a letter and add the verbiage from the

Financial Policy.

John noted should add on the invoices verbiage stating you can read the Financial Policy

on the towns website.

**TOWN CLERK**: SEE REPORT

**MAINTENANCE**: SEE REPORT

Skip noted Soil Conservation had completed the first phase of the Reed Street project.

Soil Conservation had asked Miss Utility to mark twenty past the sidewalk to the property of Kyle Quillen’s. Miss Utility couldn’t get into the property, so they didn’t mark the inside of the property. when Soil Conservation started digging, they cut an electric wire to Kyle Quillen’s shed and burnt

the meter box. Also had to call Delmarva Power to disconnect the electric.

John noted who is responsible to pay for that damage?

Greg asked Skip to find out how much will it cost to repair the electric at Kyle Quillen’s.

Greg noted need to contact Hudson Electric to see when they are going to schedule the work

in the park.

**POLICE DEPARTMENT**: SEE REPORT

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**OLD BUSINESS:**

**DISCUSS AMERICAN RESCUE PLAN:**

**Greg noted the town received the last half of the funding.**

**Cheryl noted received an email from SLRF stating they needed copies of the**

**forms and budget we submitted to the state.**

**DISCUSS SECURITY CAMERAS, COMPUTERS AND AUDIO PROPOSALS:**

Greg noted the bids received on the computers from three vendors.

Greg noted need to contact the vendors and get specs for the same computers.

Skip noted needs to know the service plan and the warranty for the computers

John noted take the specs from Diamond Computers and use that information

to compare to the other proposals.

Greg noted need to contact the vendors for the audio and let them know we need a proposal

on what we want not anything extra.

Greg noted we need to get the Security Cameras up and running.

Greg noted Martel Inc gave a proposal in the amount of $850.00 to get our cameras

up and running.

Jimmy made a motion to hire Martel Inc to get the Security Cameras up and running

and was seconded by Pam

Motion was unanimous

**NEW BUSINESS:**

Greg read the Resolution to set the date of the Public Hearing to

Adopt Resolution to vacate a road on Louis TravalinI property Public Hearing scheduled for

September 29, 2022, at 6:30pm

**COMMITTEE MEETINGS AND REPORTS:**

**CHARTER AND ORDINANCE COMMITTEE:**

John noted met August 17, 2022, at 6:00pm. The Committee discussed the Town Code

and the E-360, need to review the town ordinances. The company E360 would assist

the town organizing the ordinances to code which would cost $9,500.00. This Company

would just codify the ordinances. The time frame would be about one year. Also, Committee

discussed removing the water ordinances 3,4,12,25,26 and 34.

John noted each ordinance has a level of fines for violations such as level 1, level 2 etc.

Therefore, we could just update fees. Discussed sidewalks and grass cutting fees and get recommendation from the council.

John noted the next charter meeting would be September 21, 22 at 6:30pm

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**TOWN PARK COMMITTEE:**

Bonnie noted the committee members discussed having the electric repaired at the park.

Bonnie noted the park needs to be locked at night to help prevent vandalism and reopen

in the mornings.

Skip noted he could lock the park at night.

Greg noted we have people that walk the park before 8:00am.

Bonnie noted the items needed at the park which shows the websites of different vendors

and pricing.

Greg noted would like to add hot water, heat and paint the bathrooms.

John noted need to hire a contractor to complete the install of the toilet, sinks, paint, install lights

in the bathroom, add heat, hot water, and fence.

Bonnie noted the next Town Park Committee meeting will be September 10, 2022, at 8:00AM

Skip noted will get the new locks for the bathrooms.

Skip noted he would start locking the park and bathrooms in September.

Skip also noted get two locks for the bathroom that works with WIFI and a timer.

**FIRE HAZARD COMMITTEE: NO REPORT**

Greg noted write a letter to a resident in town about the dilapidated home. There is a process

in a certain time frame.

**MAINTENANCE BUILDING COMMITTEE: NO REPORT**

Greg noted working on the electric hook up. Matt’s Paving gave the town a proposal

in the amount of $400.00 to remove the asphalt pile in back of town hall.

Greg noted we need to get the stone spread around the Maintenance building.

**HISTORICAL COMMITTEE: NO REPORT**

**ENVISION OF FRANKFORD:**

Bonnie noted the next meeting is September 8. 2022 to finalize Christmas in the Park

and Fall Festival will be October 15, 2022.

Greg noted the Town will have Trick or Treat, October 31, 2022

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**CITIZENS PRIVILEGE:**

Valerie Dugdale noted the Council is still looking at police applications and have interviewed but the Council turned them down. Does the Council have a back up plan if the Council can’t find someone

To replace Chief Corrigan.

Greg noted we do have two other applicants we need to interview.

Michael Dugdale noted to the Council do you have a release date for the Chief.

Greg noted no release date. The chief has agreed to stay on until the Town hires an officer.

Valerie Dugdale noted maybe the town would have to have the Delaware state Police to patrol the town as a backup plan.

Michael Dugdale noted has the Council offered a better salary to the Chief Corrigan that maybe

he would stay with the Town.

Bonnie noted the next Read Aloud program is scheduled for September 24, 2022.

Lucinda Spence noted on September 17, 2022, will have Community Fun day in the park

11:00am to 3:00pm.

**ADJOURN:**

Pam made a motion to adjourn the regular session to move into Executive Session at 8:55pm.

**EXECUTIVE SESSION:**

The Executive Session was cancelled at 9:05pm

**RESPECTFULLY**

**CHERYL A LYNCH**

**TOWN CLERK**