

**MONTHLY TOWN COUNCIL**

**MINUTES**

**OCTOBER 3, 2022**

|                      |                   |                     |
|----------------------|-------------------|---------------------|
| <b>TOWN COUNCIL:</b> | GREG WELCH        | PRESIDENT           |
|                      | EDWARD (SKIP) ASH | VICE PRESIDENT      |
|                      | PAMELA DAVIS      | COUNCILMAN          |
|                      | JAMES SAMPLE      | COUNCILMAN          |
|                      | JOHN WRIGHT       | SECRETARY/TREASURER |

|                        |              |                 |
|------------------------|--------------|-----------------|
| <b>TOWN EMPLOYEES:</b> | CHERYL LYNCH | TOWN CLERK      |
|                        | NICK ROSE    | MAINTENANCE     |
|                        | KEVIN SMITH  | CHIEF OF POLICE |

|                |                |                        |
|----------------|----------------|------------------------|
| <b>OTHERS:</b> | LISA SMITH     | ROBBIE MURRAY          |
|                | BONNIE ELLIOTT | PRISICILLA SCHOOLFIELD |
|                | RONALD HALL    | KYLE QUILLEN           |
|                | KERIN MAGILL   |                        |

**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 need to add the Special Meeting Minutes from September 28, 2022  
Skip made the motion to approve the agenda with addition to add the minutes  
from September 28, 2022, and was seconded by Pam  
Motion was unanimous

**PRESENTATION AND APPROVAL OF MINUTES:**

Monthly Council Minutes 9-6-2022, Special Council Meeting 9-8-2022 and Special Council  
Meeting 9-28-2022 Skip made the motion to approve the minutes and was seconded by Jimmy.  
Motion was unanimous

**REPORT OF TOWN DEPARTMENTS:**

**TREASURER:** John read the account balances as of September 30, 2022

|                              |                |
|------------------------------|----------------|
| <b>General Fund:</b>         | \$100,000.00   |
| <b>ICS Sweep Account:</b>    | \$1,253,178.97 |
| <b>Transfer Tax Account:</b> | \$38,535.03    |
| <b>Municipal Street Aid:</b> | \$21,211.53    |
| <b>WSFS Investment:</b>      | \$2,536,676.02 |

John noted the Council met with WSFS to review their investment account on September 28, 2022.

**TOWN CLERK:** SEE CHERYL'S REPORT

**MAINTENANCE:** SEE NICK'S REPORT

Skip noted the culvert pipe on Reed Street and Honolulu Rd had been replaced just waiting on Matt's Paving to apply the asphalt.

**POLICE REPORT:** Cheryl read Chief Larry's report. Larry's last day was Friday September 30, 2022. Greg introduced the new Chief of Police Kevin Smith and swore in the new Chief.

**OLD BUSINESS:**

**DISCUSS AMERICAN RESCUE PLAN:**

Greg noted working on proposals for the computers and audio

Greg noted we need to replace the roof on Town Hall because the roof has leaks.

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

Greg noted received a proposal to replace one of the Security Cameras inside Town Hall.

Skip made the motion to purchase the Security Camera and was seconded by Pam

in the amount of \$469.00

Motion was unanimous

**DISCUSS TRICK OR TREAT:**

Greg noted Trick or Treat will be October 31, 2022

Council discussed what time for Trick or Treat either 5:00pm to 7:00pm or 6:00pm to 8:00pm.

John made the motion to have Trick or Treat from 6:00pm to 8:00pm and seconded by Skip

Motion was unanimous

**NEW BUSINESS:**

**DISCUSS AND VOTE ON ALLOCATING FUNDS TO CODIFY TOWN ORDINANCE USING E-360**

**GENERAL CODE:**

John noted he had received two quotes from the company. The first quote is in the amount of \$11,045.00 and the second quote in the amount of \$7,995.00 with an addition fee of \$3,050.00 and a maintenance fee of \$1,100.00.

John noted he would like to make a motion to allocate spending funds and meet with the Company to see which option is better for the town and seconded by Skip.

Motion was unanimous

**DISCUSS PUBLIC HEARING SEPTEMBER 29, 2022:**

Greg noted the Public Hearing was to vacate a road on the Louis Travalini property which has never been named or used. In order for the sale of the property to move forward the town had to have a Public Hearing to vacate the road. During the hearing Mr Travalini wasn't sure if he wanted to vacate the road due to Deldot not wanting to give him a second entrance to the back of his property. Mr Travalini and the Dollar General will hold a meeting to discuss the options for a second entrance to the property. Mr Travalini will let the Council know his decision at November Council meeting.

**DISCUSS POLICE CHIEF POSITION: No Report**

**COMMITTEE MEETINGS AND REPORTS:**

**CHARTER AND ORDINANCE COMMITTEE:**

John noted the committee met last month and discussed Code 360 and the Ordinances outstanding and they decided not to move forward until received approval from the Council on the E 360 Code.

John noted he will contact the company for E360 and setup a meeting and let everyone know the date and time.

**TOWN PARK COMMITTEE:**

Bonnie noted on the Hickory Street side the walkway needs to be replaced. The tree roots Are making the walkway bulge. The down spouts on the bathroom need to be replaced. Both of the bathrooms need to replace all fixtures, Toilets, sinks, toilet paper and paper towel holders. Also, in the rental bathroom need to add a baby changing station. Also need to paint both bathrooms and new locks on the bathrooms.

We need new swings because seats are cracking.

Skip noted need to keep the bleachers and the bottom seat need to replace bolts.

Bonnie noted to contact and schedule a meeting with the company in Felton on playground equipment.

Bonnie noted need a new lighting for park walkway. The price quote was \$359.00 per light.

Bonnie noted need to replace the fence, picnic tables, bent pole on the big pavilion.

Bonnie noted should get a swing set for ADA accessible.

Skip noted need hot water and heat at the park.

**FIRE HAZARD COMMITTEE: No Report**

**MAINTENANCE BUILDING COMMITTEE:**

Greg noted the electrical company ran the conduit.

Greg noted is getting a plot plan from the engineer on the second maintenance building.

Greg noted need to prepare the Request for Proposal on the second maintenance building.

**HISTORICAL COMMITTEE: No Report**

**ENVISION OF FRANKFORD:**

Robbie noted fall festival for October 15, 2022, from 11:00AM to 2:00pm. This year we will not be having a parade. We will have a costume contest and the children participating will parade around the park.

Robbie noted will the Town commit for the costume prize money?

Greg noted the town will supply the costume prize money.

Robbie noted the next Envision of Frankford meeting is October 13, 2022, at 7:00pm and the public is welcome.

Robbie asked to close the park from November 4, 2022, through January 16, 2022, for Christmas in the park. Christmas in the park will be November 26, 2022.

Robbie noted Oyster sandwiches will start October 7, 2022, from 4:00pm to 7:00pm and Healthfair will be October 8, 2022, from 9:00am to 2:00pm.

**CITIZENS PRIVILEGE:**

Skip noted two residents haven't sign the form for the Green Street project.

Ron Hall noted could the new Chief about himself. Kevin noted his employment career.

**EXECUTIVE SESSION: Executive Session was Cancelled**

**ADJOURN:**

Skip made the motion to adjourn the meeting at 7:38pm and was seconded by John  
Motion was unanimous

**RESPECTFULLY,**

**CHERYL A LYNCH  
TOWN CLERK**

## TOWN CLERK REPORT

CHERYL LYNCH

Reviewed emails and voices mails

Post Office

Bank Deposits

Customers

Emailed Council Police Chief Applications

Prepared for Public hearing on September 6, 2022

Prepared the minutes for Council Meeting September 6, 2022, Special Meeting  
September 8, 2022 and Special Meeting September 28, 2022

Prepared the agenda for October's Council Meeting

Posted all meetings on the Website and board

Cleaned Town Hall

Emailed Requested items to Town Auditors for this year audit

Emailed requested items to the Treasury,

Reconciled Bank Statements for August 2022

We had four building Permits for September

Printed Applicants Resume's for Greg and John

Contacted Police Chief Applicants to setup interviews

Rented the Park four times in September

Completed updated information for the town's insurance company

Contacted Dawson Electric to restore electric for Kyle Quillen and I had to contact  
Delmarva Power and there needed to be an inspection.

Entered bills in system

Paid Bills

Preparing Trash/Recycle invoices

## Town Council Meeting 10/2022

### Maintenance Department

- Grass cutting at Mill Street
- Grass cutting, shrub trimming and weed removal at Park and field.
- Grass cutting, shrub trimming and weed removal at Town Hall and around maintenance building.
- Grass cutting and trash removal on Dover street tax ditch.
- park sidewalk cleanup
- We had a situation on reed street where weeds were growing from the fields onto our sidewalks. This was impeding children getting on and off the school buses. These fields are normally planted with corn this time of year but were not planted this year so the weeds got out of hand. i cut the weeds back from the sidewalks with the tractor.
- weekend Storm preparations and cleanup - clearing storm drains throughout town. securing objects for wind. Remove tree limbs and leaves at park.
- Park bathroom cleaning & Stocking / Dog waste station emptying. Friday trash. Bathroom painting will start this week. We are out of the color paint for the floors. will buy more.
- Assisting police with investigations at the park.



**Frankford Police Department**  
**9 Main Street, Frankford, Delaware 19945**

10/03/22

Report to Frankford Town Council

From: Chief Laurence D. Corrigan

1. Traffic Enforcement areas of concentration have included Clayton Avenue and Honolulu Road areas.
2. Traffic Stops have yielded wanted persons and illegal drugs
3. Frankford Police Department participated in NAACP Community Day in Frankford Town Park 09/17/22
4. Frankford Police Department participated in Frankford Public Library Reading Program 09/24/22
5. Patrol Checks in the park have increased.

It has been an honor to serve as your Chief. To the Council, thank you for selecting me three years to serve in this capacity. To the town residents, I still feel, as I did three years ago, that the residents of this town are some of the finest people I have ever met. I enjoyed serving you and wish you all continued success. Overall, I think we accomplished many great things collectively. This success was a coordinated effort of many entities. Most notably the fantastic residents of this outstanding town are what I will greatly miss. Thank you and God bless.

Regards  
Chief Laurence D. Corrigan