

TOWN OF FRANKFORD

MINUTES

JANUARY 3, 2023

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
	Kevin Smith	Chief of Police
OTHERS:	Mike Dugdale	Bill Manske Jr
	Betsy Walter	Mark Walter
	Bonnie Elliott	Ronald Hall
	Henry Mumford	Priscilla Schoolfield
	Kerin Magill	Henry Bennett

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 a deletion in the agenda. The J Biden School Public Polices was unable to attend.

Pam made the motion to approve the agenda with added deletion and was seconded by John.

Motion was unanimous

PRESENTATION AND APPROVAL OF MINUTES:

Monthly Council Meeting: December 5, 2022

Skip made the motion to approve the Council minutes and was seconded by Pam

Motion was unanimous

Executive Session: December 5, 2022

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

Motion was unanimous

REPORT OF TOWNS DEPARTMENTS:

TREASURER:

John noted the account balances.

General Fund:	\$50,000.00
ICS Sweep Account:	\$1,207,534.72
Transfer Tax Account:	\$47,770.15
Municipal Street Aid:	\$16,073.08
WSFS Investment:	\$2,616,647.43

TOWN CLERK: See Report

MAINTENANCE: See Report

POLICE REPORT: See Report

Chief Smith noted talked with Representative Rich Collins and he agreed to purchase two speed signs and the town will purchase one more speed sign.

OLD BUSINESS:

DISCUSS AMERICAN RESCUE PLAN:

Greg noted approved at the last council meeting two computers for town hall.

Cheryl noted the computers that Diamond Computer gave us a proposal on are no longer available and he is looking to order from another company.

Greg noted the town has until October 2024 to allocate the funds and up to October 2026 to spend the funds.

DISCUSS SECURITY CAMERAS, COMPUTERS AND AUDIO PROPOSALS:

The proposed computers are discontinued.

Greg noted Nick installed a camera at the lobby window.

Greg noted we did receive proposals on the audio and were expensive.

NEW BUSINESS:

DISCUSS PLANNING AND ZONING MEETING:

John noted on December 8th meeting the committee met to discuss the zoning change from Commercial to Neighborhood business for James and Carrie Bennett. The town has scheduled A Public Hearing on January 25, 2023 at 6:30pm.

John noted Shawn Outten requested a Conditional use for his garage on his property so he could be able to work on vehicles. The committee did not make a recommendation because the Committee needed more facts for this parcel. The Committee will meet again with Mr Outten.

DISCUSS ANNEXATIONS FOR THE LYNCH FARM AND CRESS/PARSONS FARM:

John noted will introduce Ordinances for the Cress/Parsons farm and the Lynch Farm.

The next step we sent the annexation request to the PLUS group for their January meeting.

John noted after the approval the Town Council will hold a Public Hearing on February 6, 2023.

Greg read Ordinance 2023-0001 and 2023-0002

DISCUSS ELECTIONS:

Greg noted the Town Election will be held February 4, 2023 from 1:00pm to 4:00pm.

Greg noted his seat and John's seat is up for election and is a two -year term. The last day for candidacy filing and the voters registration is on Friday January 13, 2023 by 4:30pm.

COMMITTEE MEETINGS AND REPORTS:

CHARTER AND ORDINANCE COMMITTEE:

John noted no updates on the E360.

Greg noted the town hired this group to codify the towns ordinances.

TOWN PARK COMMITTEE:

Bonnie noted have met with three companies and waiting on their proposals.

Bonnie noted the companies will design and then the committee will decide what they would like for the park.

Greg noted need to create a Request for Proposal for the park bathroom project which will include new fixtures, heating and lighting.

Greg noted will need to create a Request for Proposal for the Fencing at the park.

Skip noted need to replace some areas of the walkway at the park.

Bonnie inquired about the electric in the gingerbread house at the park.

Pam noted should call Mountaire and ask if they would be willing to install electric at the gingerbread house.

Greg noted Nick and Skip repaired the walkway lights at the park.

Skip noted he would contact Mountaire and discuss the electric in the gingerbread house.

Ron Hall noted need a heating system inside the gingerbread house during Christmas in the park.

Pam noted ask Mountaire if they would also install heating in the gingerbread house.

FIRE HAZARD COMMITTEE: No Report

MAINTENANCE BUILDING COMMITTEE:

Greg noted the second maintenance building is out for bid.

Greg noted contractors should submit their proposals by January 31, 2023

HISTORICAL COMMITTEE: No Report

ENVISION OF FRANKFORD:

Bonnie noted had over three hundred people attend the opening of Christmas in the Park

Ron Hall noted about seventy people per Wednesday night.

Skip noted he met with DNREC on the Green Street project. We have two parcels that want privacy fencing on their parcel. We also have two residents that hasn't signed their agreement.

Bonnie noted could we use the ARPA funds for the fence?

Greg thought we could use ARPA funds.

Skip noted need to talk with two owners about the cost of the fence.

Skip noted DNREC is talking about replacing the culvert pipe on Green and Mill Street which would help with the drainage.

Mike Dugdale noted the homeowner should take care of their property area.

Bonnie noted DNREC should talk with the homeowner.

CITIZENS PRIVILEGE:

Greg noted will be holding a Public Hearing on Wednesday January 25, 2023, at 6:30pm.

Mr Mumford noted had the council found out any information on the sidewalk grants.

Greg noted the charter explains how we complete a sidewalk project.

Mr Mumford noted from Clayton Avenue to the school the sidewalks need repair.

John noted once a year the Town of Milford send their maintenance employee to evaluate the sidewalks. If there is any in repair they schedule to have a company repair the sidewalk and send the homeowner the bill.

Ron Hall noted last summer a surveyor for Artesian was in town proposing a bigger water main in the middle of the road in the Town of Frankford.

Mark Walter noted he noticed some people on the Dukes Property doing some testing. Does the Council know why?

John noted the Dukes have a Solar company interested in wanting to place a solar farm on this parcel. They came to a Planning and Zoning meeting to discuss the project but they requested a stay until they come back to the town with the answers the committee requested.

Greg noted this project doesn't fit in to the towns Comprehensive Plan.

ADJOURN:

John made the motion to adjourn the Council meeting and was seconded by Skip at 8:10pm. Motion was unanimous

RESPECTFULLY

**CHERYL A LYNCH
TOWN CLERK**

MONTHLY COUNCIL MEETING

TOWN CLERK REPORT

FOR

JANUARY 2023

REVIEWED EMAILS AND VOICE MAILS

POST OFFICE

BANK DEPOSITS

CUSTOMERS

FOR THE MONTH OF JANUARY I HAD THREE BUILDING PERMITS (NO NEW CONSTRUCTION)

RECONCILED BANK STATEMENTS

PAID BILLS

WEEKLY PAYROLL

WORKED ON AUDITORS REQUESTS

WORKED ON ELECTIONS

ELECTION WAS CANCELLED

MAILED TRASH/RECYCLE INVOICES

MAILED RENTAL LICENSE RENEWALS FOR 2023

MAILED ANNUAL BUSINESS LICENSE RENEWALS

COMPLETED THE WAIVER LETTER AND FORWARDED TO PLUS ON THE CRESS FARM

POSTED IN PAPER AND ON WEBSITE ELECTION WAS CANCELLED

PREPARED AND ATTENDED THE PUBLIC HEARING ON JANUARY 25, 2023

PREPARED FOR FEBRUARY'S PUBLIC HEARING AND COUNCIL MEETING, POSTED ON BOARD AND WEBSITE

WORKED ON DELINQUENCIES

WORKED WITH PAULA FOR QUARTERLY TAXES AND W-2'S

SENT BUDGET VS ACTUAL REPORT TO JOHN

Town Council Meeting 2/6

Maintenance Department

- Took down christmas street lights and christmas banners .
- Storm drain cleaning at least 3 days a week.
- Bathroom cleaning and trash pickup at the park
- I Fully moved into new maintenace building. storage containers behind town hall have since been removed. key copies have been made for all police and council.
- assisted chief kevin in taking police cruisers to seaford to get outfitted with craddlepo'nts.
- installed the salt spreader on snow plow truck for the potential snow last week. if there is any snowfall this winter, i should have enough salt left over from last year.
- replaced broken trash and recycling cans throughout town for numerous residents.
- Had meetings with skip and jimmy regarding future improvements and upgrades to the park.

Report to Town Council

- No reported theft/ burglaries / robberies/ sexually related offenses
- Traffic Enforcement (Arrest) decreased given the season / Warnings issued
- General calls for service remained the same
- Evidence locker was purged and old evidence destroyed
- Axon body cams have come in, but not docking stations
- Policy's being reviewed. Updating Vehicle pursuit policy, Response to resistance policy, and Body worn camera policy.
- Working with ,Tim Hulings from the CDC Foundation, to outfit the department with Narcan if dispatched to an OD complaint.