

TOWN OF FRANKFORD

MINUTES

APRIL 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:	Ronald Hall	Henry Mumford
	Bonnie Elliott	Robbie Murray
	Priscilla Schoolfield	Lucinda spence
	Kerin Magill	Velicia Melson

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 Executive Session to discuss personnel.

John made the motion to approve the agenda with the addition of Executive Session and seconded by Skip.

Motion was unanimous

PRESENTATION AND APPROVAL OF MINUTES:

March 6, 2023 Minutes- Skip made the motion to approve the minutes for March 6, 2023 and was seconded by Pam.

Motion was unanimous

REPORT OF TOWN DEPARTMENTS:

TREASURER:

John noted the account balances as of March 31, 2023

General Fund:	\$50,000.00
ICS Sweep Account:	\$1,097,057.37
Transfer Tax Account:	\$51,653.28
Municipal Street Aid:	\$10,860.47
WSFS Investment Account:	\$2,710,762.24

John noted would like to schedule first Budget workshop on Wednesday April 26, 2023 at 6:00pm.

TOWN CLERK: SEE REPORT

MAINTENANCE: SEE REPORT

KEVIN SMITH: SEE REPORT

Skip noted he thinks the town needs another speed limit sign.

Kevin noted could use another speed limit sign.

OLD BUSINESS:

DISCUSS AMERICAN RESCUE PLAN:

Greg noted Cheryl had printed a report and the Town has spent \$89,251.00 and The town was allocated \$440,000.00. The Town gave \$50,000.00 to the fire Department, \$9,351.00 to the Library, \$10,000.00 in premium pay to the employees, installed security cameras and computers.

Greg noted the town will be budgeting \$80,000.00 out of the ARPA funds to hire a full time Police officer.

John noted should use the ARPA funds for the new police officer for the next three years.

Greg noted the Council is discussing other improvements to the park.

Greg noted add up was has been spend and allocated it adds up to more that what we have received in funding. we will need to pick and choose what we want to spend at the park.

The playground equipment, mulching, one pavilion around \$200,000.00. The bathroom could cost \$20,000, fencing \$20,000.00 and the walkway \$20,000.00.

John noted total for the police officer at \$80,000.00 for three years would total \$240,000.00.

Greg noted we need to decide what we want to spend at the park.

John noted we should spend \$240,000.00 of the ARPA funds towards the police department which would leave the \$140,000.00 towards other projects.

Greg noted we could use other funds for other projects.

Greg noted we would need to do sealed bids.

Greg noted would we need to replace the poles for the fencing?

Skip noted we would need to replace the poles for the fencing.

Skip noted they could cut back on the blacktop for the walkway.

Greg noted we could take out some of the playground equipment or we could pull from other funding.

Bonnie noted need to decide which equipment we need at the park. Also, we need to have ADA equipment. There is one piece of equipment that needs to be replaced.

Greg noted could use the balance of the ARPA funding of \$140,000.00 on the park.

Skip noted could we discuss raising the property taxes to help with funding.

John noted the town assessed at \$2.50 per one hundred value. We are the highest municipality in Sussex County per one hundred dollar assessed and the town still uses the 1976 tax assessment. If we raised at ten percent would only get us \$10,000.00. The Towns tax base is \$130,000.00.

DISCUSS SECURITY CAMERAS, COMPUTERS AND AUDIO PROPOSALS:

Greg noted we have the cameras and computers.

Greg noted we could have the audio completed in house.

DISCUSS SIDEWALKS:

Skip noted the town should have an engineer assist the town with sidewalks. The engineer would handle the sidewalk project.

Greg noted we would need to go through a list of Deldot approved contractors for sidewalks.

Greg noted we should contact a Delaware approved contractor for sidewalks and get a price on the square foot.

Greg noted the process to replace sidewalks is noted in the Town Charter.

Greg asked Cheryl to contact Deldot to find out the State of Delaware contractors.

Robbie noted he wouldn't spend money on sidewalks in front of a parcel that would be developed.

NEW BUSINESS:

DISCUSS CONTRIBUTION TO ENVISION OF FRANKFORD FOR THE EGG SCRAMBLE:

Greg noted a request for the annual donation in the amount of \$400.00

John noted we had funds in the budget for Envision of Frankford.

John made the motion to donate to envision of Frankford in the amount of 400.00 and seconded by Pam.

**DISCUSS BETHANY-FENWICK CHAMBER COMMUNITY CLEAN UP DAY ON APRIL 22, 2023
IN FRANKFORD:**

Cheryl noted the Community Clean Up Day is on April 22, 2023, and the dumpster will be at the Library's secondary parking lot for the volunteers that will be picking up trash.

Cheryl noted she told Lauren at the Chamber the volunteers can pick up trash on Reed Street.

Bonnie noted the Library will be holding a shred Event on April 21, 2023 from 1:00pm to 3:00pm.

DISCUSS DILAPIDATED HOMES:

Greg noted the Fire Hazzard Committee has a list of homes
83 Clayton Avenue
159 Clayton Avenue- Hudson Property has been handled
7 Knox Street

Greg noted needs to reform the Committee.

Greg noted the Fire Hazzard Committee makes a report to the Town Council about each dilapidated home.

Greg noted Ordinance Five outlines the process for Dilapidated Homes.

Greg noted Pam will chair the fire Hazzard Committee along with Ronald Hall, Lucinda Spence, Skip Ash and Priscilla Schoolfield.

Greg noted needs this committee to review 83 Clayton Avenue and 7 Knox Street.

Pam noted would like to hold the Fire Hazzard Committee meeting at Wednesday April 12, 2023, at 9:00AM.

**COMMITTEE MEETINGS AND REPORTS;
CHARTER AND ORDINANCE COMMITTEE:**

John noted no changes from General Code and the next step General Code will schedule a meeting to discuss any updates

TOWN PARK COMMITTEE: Discussed under American Rescue Plan

FIRE HAZZARD COMMITTEE: Discussed under Dilapidated Homes

MAINTENANCE BUILDING COMMITTEE:

Greg noted entered a contract with Delmarva Buildings for the second Maintenance Building. The contract price is \$179,508.00 which includes the drive way but it doesn't include The electric line hookup to the building. The start date will be 45 to 60 days after the permits are approved. Greg noted working Deldot approval for the entrance. The estimated build time will be 8 to 12 weeks.

Greg noted need to pick out colors for the building.

HISTORICAL COMMITTEE: NO REPORT

ENVISION OF FRANKFORD:

Robbie noted Egg Scramble will be April 8, 2023, from 12:00pm to 2:00pm

CITIZENS PRIVILEGE:

Bonnie noted holding a Spring Break program for the kids from April 10, 2023 through April 14, 2023.

Skip noted need to have one other person who hasn't signed on to the Green Street Project.

Greg noted will be holding an Executive Session.

ADJOURN:

Pam made the motion to adjourn the regular session and move into Executive Session and was seconded by Jimmy at 8:03pm.

RECONVENE FROM EXECUTIVE SESSION:

Skip made the motion to move into regular session and was seconded by Pam at 8:25pm

Greg noted discussed amending the handbook adding two additional weeks in vacation if the employee isn't taking any benefits.

John made the motion to amend the handbook if the employee isn't taking the towns benefits add two additional weeks of vacation and was seconded by Jimmy.

Motion was unanimous

AMEND THE MINUTES FOR RECONVENE FROM EXECUTIVE SESSION:

Amend the minutes to: John made the motion to amend the handbook if the employee isn't taking the towns benefits and add one additional week of vacation instead of (two addition weeks of vacation)and was seconded by Jimmy.

ADJOURN:

John made the motion to adjourn the regular session and was seconded by Skip at 8:31pm.

Respectfully,

Cheryl A Lynch
Town Clerk

**TOWN CLERK
MONTHLY REPORT
MARCH 2023**

**REVIEWED EMAILS AND VOICE MAILS
CUSTOMERS
WEEKLY PAYROLL
POST OFFICE
BANK DEPOSITS
RECONCILED BANK STATEMENTS
PAID WEEKLY BILLS
PREPARED MINUTES FOR APPROVAL
PREPARED AGENDA FOR MARCH COUNCIL MEETING
ATTENDED MARCH COUNCIL MEETING
WORKED ON DELINQUENCIES
MAILED DELINQUENT LETTERS FOR RENTAL LICENSE
PREPARED AGENDA FOR APRIL COUNCIL MEETING AND POSTED ON BOARD AND WEBSITE
WORKED ON TRASH/RECYCLE INVOICES FOR APRIL THROUGH JUNE
RECEIVED SITE PLANS TO DOLLAR GENERAL AND HAD AECOM PICKUP FOR REVIEW
SIX BUILDINGS PERMITS FOR SHEDS, FENCE, REPLACE DOORS AND WINDOWS AND AN ADDITION
SCHEDULED PLANNING AND ZONING MEETING FOR APRIL 19, 2023 AT 6:30PM**

Town Council Meeting 4/3

Maintenance Department

- I downloaded data from our radar units in town to compile and print detailed traffic reports, upon request from the police department.
- I Raised Radar sign on a higher pole on main st. upon request from Police Department.
- Grass cutting and trimming on town owned properties.
- Weed removal and flower planting on the highway median.
- Continued cleanup efforts on Reed Street.
- replaced broken trash and recycling cans throughout town.
- storm drain and bathroom cleaning at park.
- Removed the snow plow for the season.

Report to Town Council

- No reported burglaries / robberies/ sexual related offenses. One isolated construction site theft reports taken, no suspect at this time.
- Traffic Enforcement (Arrest) increased this month
- General calls for service remained the same
- Continued traffic enforcement on Honolulu between 0700-0745 and 1415-1445 (High School Traffic) several hours dedicated to location with arrest made. Time dedicated to Frankford Ave also with arrest.
- All vehicle are back in service.
- Data from the signs was reviewed. Average speeds were in the mid 30's. Some high speeds recorded on Main and Frankford. Speeds at Thatcher St sign were expected to be high since it was clocking vehicles at the transition. Current locations are Thatcher/ Honolulu, Main/Green, Frankford/Dover.