

**TOWN COUNCIL MEETING**

**MINUTES**

**JULY 3, 2023**

<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
	Kevin Smith	Chief of Police
<b>OTHERS:</b>	Priscilla Schoolfield	Bill Manzke
	Henry Mumford	Kerin Magill
	Lucinda Spence	Kyle Quillen
	Ron Hall	

**MEETING CALLED TO ORDER:**

Greg called the meeting to order at 7:00pm

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

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:**

May 10, 2023- Second Budget Workshop Meeting

June 5, 2023- Council Meeting

June 5, 2023- Executive Session

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

Motion was unanimous

**REPORT OF TOWNS DEPARTMENTS:**

**TREASURER:**

John read the account balances as of June 30, 2023

General Fund:	\$50,000.00
ICS Sweep Account:	\$1,017,105.83
Municipal Street Aid:	\$5,550.13
Transfer Tax Account:	\$52,791.77
WSFS Investment:	\$2,746,672.06

John noted he and Greg met with WSFS on June 21, 2023, for an account review and the next meeting will be in August.

**TOWN CLERK:** SEE REPORT

**MAINTENANCE:**

Skip noted we have weed issues on the sidewalks and curbing.

Skip noted Nick's last day would be July 7, 2023.

**POLICE DEPARTMENT:** SEE REPORT

John noted to Kevin that he has heard a lot of good feed back on Beth.

**OLD BUSINESS:**

**UPDATE ON GREEN STREET DRAINAGE PROJECT:**

Greg noted the residents involved with project has sign their agreement.

They started taking down the trees along the ditch.

**DISCUSS AMERICAN RESCUE PLAN:**

Greg noted we received an RFP from Brian Lewis on the playground equipment.

Greg noted would need to review the RFP.

Greg noted he had contacted Barnes and Thornberg about how you allocate the funding.

Barnes and Thornberg contacted Greg and said we would need to follow Delaware or an Ordinance with a Resolution and this would need to be reviewed with the Town Attorney.

Greg noted the funds need to be allocated by December 31, 2024 and spend by December 31, 2026.

The town has allocated \$240,000.00 towards the police department.

Nick had installed the equipment and setup for live streaming.

**DISCUSS SIDEWALKS:**

John noted he talked with Rich Collins about funding for the sidewalks.

Rich noted we should contact the Town of Millsboro and how completed their sidewalk process. Also find a contractor and the scope of work then submit a plan to Rich Collins.

Greg read from the Charter the process to replace or repair sidewalks.

**NEW BUSINESS:**

**DISCUSS FIRE HAZARD PUBLIC HEARING:**

Greg noted the Town postponed the Public Hearing on 83 Clayton Avenue.

The owner contacted Greg and noted he is in the process of getting proposals for the demolishing and will contact the town when he has a signed proposal.

Pam noted need to contact the Town Attorney in case the owner doesn't move forward with demolishing.

**DISCUSS AND VOTE ON 2023 ANNUAL COMPREHENSIVE REPORT:**

John noted Planning and Zoning met and reviewed the 2023 Comprehensive Report and John read the report.

John made the motion to approve the 2023 Annual Comprehensive Report and seconded by Jimmy.

Motion was unanimous

**COMMITTEE MEETINGS AND REPORTS:**

**CHARTER AND ORDINANCE COMMITTEE:**

John noted General Code is still working on the Ordinances.

**TOWN PARK COMMITTEE:**

Greg noted received a drafted RFP for the Park Equipment.

**FIRE HAZARD COMMITTEE:**

The Committee decided to schedule a meeting at Town Hall on Wednesday July 12, 2023, at 9:00am  
The Committee will discuss 190 Clayton Avenue and 11 Mill Street

**MAINTENANCE BUILDING COMMITTEE:**

Greg noted received confirmation Deldot received the towns application.

**HISTORICAL COMMITTEE:** No Report

**ENVISION OF FRANKFORD:**

The movie in the park was cancelled due to the weather.

**CITIZENS PRIVILEGE:** None

**ADJOURN TO EXECUTIVE SESSION:**

Pam made the motion to adjourn to Executive Session at 7:47pm and seconded by Skip

Motion was unanimous

**RECONVENE FROM EXECUTIVE SESSION:**

Reconvened from Executive Session at 7:47pm.

Greg noted need to rent a Handicap porta potty for the park

Skip made the motion to get a Porta Potty for the park and seconded by Jimmy.

Motion was unanimous

Council discussed hiring a lawn business to cut the grass at Town Hall, Old town Hall, Park, Parking Lot, Land on Mill Street and Dover Street.

Pam made the motion to hire a lawn service to the grass in our designated areas and seconded by Jimmy

Motion was unanimous

Council discussed and decided to run an Employment Advertisement for a Full Time Maintenance Position.

Skip made the motion to run an Employment Ad for a Full time Maintenance Position and seconded by John

Motion was unanimous

**ADJOURN:**

Skip made the motion to adjourn the regular meeting at 8:25pm and seconded by John

Motion was unanimous

**RESPECTFULLY**

**CHERYL A LYNCH  
TOWN CLERK**

**TOWN CLERK REPORT**

**JUNE 2023**

**Reviewed emails and Voice Mails**

**Post Office**

**Bank Deposits**

**Prepared and attended the P/Z Meeting**

**Prepared Agenda for July Council Meeting**

**Prepared minutes for approval for June Council Meeting and Executive Session**

**Minutes, Special Meeting on May 10, 2023 Second Budget Meeting, June 5<sup>th</sup> council Meeting and Executive Session.**

**Two Building Permits, Additions and Windows**

**Customers**

**Worked on Delinquencies**

**Cleaned Town Hall**

**We had 8 park rentals in June**

**Park Rental-July every weekend is rented**

**Prepared Trash/Recycle Invoices**

**Preparing the Property Taxes**

**Cleaned Park bathrooms and picked up trash in the park**

# Report to Town Council

- No reported theft / burglary / No robberies/ sexual related offenses.
- Traffic Enforcement (Arrest) decreased this month / Staffing & Vacations
- General calls for service remained the same
- The department assisted the Library with the Kick off to summer reading program.
- Firearms recertification's for the part-timers was completed.
- Statement of Sworn Officers was submitted to the Department of Safety and Homeland Security for Grant eligibility.
- Data from the signs was reviewed. Average speeds were in the mid 30's. Some high speeds recorded on Main and Frankford. The Frankford Ave sign is picking up reading from the highway. 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.