

**TOWN COUNCIL**

**MINUTES**

**SEPTEMBER 5, 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	Bonnie Elliott
	Henry Mumford	Amy Sheridan
	Ronald Hall	Kerin Magill
	Lucinda Spence	Kyle Quillen
	Wesley Hayes	Duane Beck

**MEETING CALLED TO ORDER:**

Greg called the meeting to order at 7:05pm

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

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

Motion was unanimous

**PRESENTATION AND APPROVAL OF MINUTES:**

**August 7, 2023 Council Meeting**

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

Motion was unanimous

**August 7, 2023- Executive Session**

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

Motion was unanimous

**REPORT OF TOWNS DEPARTMENTS:**

John gave the account balance report:

General Fund:	\$50,000.00
ICS Sweep Account:	\$1,058,718.37
Transfer Tax Account:	\$59,141.52
Municipal Street Aid:	\$1,975.66
WSFS Investment Account:	\$2,755,203.86

John noted the meeting with WSFS will be September 20, 2023, at 6:00pm

**TOWN CLERK:** SEE REPORT

**MAINTENANCE:**

Skip noted held the interviews for the maintenance position.

**POLICE DEPARTMENT:** SEE REPORT

**OLD BUSINESS:**

**UPDATE ON GREEN STREET PROJECT:**

Greg gave an update on the project.

Skip noted will be closing Mill Street to install a culvert pipe.

**DISCUSS AMERICAN RESCUE PLAN:**

Greg noted we were not able to go through the State of Delaware RFP process due to the Town's Charter. We would need to prepare a RFP to advertise for playground equipment.

**DISCUSS SIDEWALKS:**

John noted he would need to contact George and Miles Company to discuss what information we need to sidewalk repairs.

**NEW BUSINESS:**

**REVIEW REPORT FROM FIRE HAZZARD COMMITTEE ON 190 CLAYTON AVENUE:**

Greg noted Lad from the state called and noted the fee for the demolition is \$7,850.00.

This fee would be split fifty/fifty with the town.

Greg noted if the property gets transferred to a family member does the lien transfer with the property.

Greg noted he asked the Town Attorney about the lien transfer but we didn't have a response.

Pam noted the County will be having a meeting with the family.

John noted Council should create a lien policy for a demolition.

**DISCUSS TOWN PROPERTIES, 8 REED STREET, TAX MAP PARCEL 433-6.19-8.00,  
MILL STREET TAX MAP PARCEL NUMBER 433-11.07-4.00, SHOCKLEY DRIVE  
TAX MAP PARCEL NUMBER 433-6.15-4.00**

Greg noted the town has a few small parcels and would like to sell the parcels.

Greg noted the parcel on Reed Street is 52 X 55 Feet, Mill and Green Street is 30ft by 115Ft and Shockley Drive is 75ft by 93ft.

Greg noted the Town Attorney said to put them in Real Estate.

Greg noted the Attorney noted if we didn't have any interest could we offer to an adjacent property owner.

John made a motion to contact a Real Estate Agent to liquidate the parcels, 433-6.19-8.00, 433-11.07-4.00 and 433-5.15-4.00 and seconded by Jimmy  
Motion was unanimous

**DISCUSS PLANNING AND ZONING MEETING 8-30-2023**

Greg noted the Committee met with Chuck Coleman. Mr Coleman wants to build a RV/Storage Park on Frankford School Road and would need to change the zoning from Residential to Neighborhood Business.

Duane Beck noted the Planning and Zoning Committee would like to make their recommendation to change the zoning from Residential to Neighborhood Business.

Greg noted we would need to hold a Public Hearing.

Duane noted Mr Coleman did receive letters from the neighboring residents they were on board with Mr Coleman's project.

John made a motion to move forward on the rezoning of Chuck Coleman property from Residential to Neighborhood Business and seconded by Skip.  
Motion was unanimous

Greg noted to set two Public Hearings on October 2, 2023, the first Public Hearing at 6:00 pm will be for the Comprehensive Plan Map amendment change and the second hearing at 6:30pm for the zoning change from Residential to Neighborhood Business, Chuck Coleman, Parcel Number 433-6.00-101.00.

**COMMITTEE MEETINGS AND REPORTS:**

**CHARTER AND ORDINANCE COMMITTEE:**

John noted the Committee will need to meet.

John noted scheduled the meeting Wednesday September 20, 2023, at 7:00pm.

**TOWN PARK COMMITTEE:**

Greg noted will be working on the RFP for the playground equipment.

**FIRE HAZARD COMMITTEE:** See comments under New Business

**MAINTENANCE BUILDING COMMITTEE:**

Greg noted still waiting on the Deldot approval.

Greg noted he will submit the plans to the Fire Marshall and Sussex County Permit department.

**HISTORICAL COMMITTEE: NO REPORT**

**ENVISION OF FRANKFORD:**

Bonnie noted Fall festival will be October 21, 2023

**CITIZENS PRIVILEGE:**

Lucinda Spence noted she held a Community Day in the park and was very successful.

Lucinda noted the event was not for her it was for the town.

Lucinda noted no Council or Police did not come to the event. When the town holds a Community Day someone from Council or Police Department should attend the event.

Bonnie noted Coffee with a Cop will be September 28, 2023, at 11:00AM

Cheryl noted per Robbie Murray Trick or Treating October 31, 2023

**ADJOURN IN EXECUTIVE SESSION:**

Skip made the motion to move into Executive Session and seconded by Jimmy at 8:00PM.

**RECONVENE FROM EXECUTIVE SESSION:**

Jimmy made the motion to reconvene from Executive Session at 9:10pm and seconded by Skip.

Motion was unanimous

Council voted and agreed to hire Gary Derrickson as the Towns new maintenance employee.

Skip noted he will contact the new employee and contact the other applicants.

**ADJOURN REGULAR SESSION:**

John made the motion to adjourn the regular session at 9:15pm and seconded by Skip

Motion was unanimous

**RESPECTFULLY:**

**CHERYL A LYNCH  
TOWN CLERK**

**TOWN CLERK**

**DAILY REPORT**

**AUGUST 2023**

**Reviewed Emails and Voice Mails**

**Post Office**

**Bank Deposits**

**Worked on Delinquencies**

**Weekly Payroll**

**Reconciled Bank Statements**

**Prepared September Agenda and posted to website and board**

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

**Scheduled and prepared for Board of Adjustments meeting 8-1-2023**

**Scheduled and held P/Z/ meeting 8-30-2023**

**4 Building Permits, Solar Panels, Dollar General, Windows, New Roof**

**Cleaned Town Hall**

**Contacted two residents to trim back their crape myrtles, one was cover the Stop sign at Frankford Avenue and Main and the second was covering the sidewalk at 7 Clayton Avenue. Both parties completed the request.**

**Completed Workman's Comp request for Officer Bruette**

**Posted Maintenance Ad in the Coastal Point and Sussex Guide**

**Scheduled Interviews for the maintenance position**

**5 Park Rentals for the month of August and two were for the Community**

**1) Black Knights Motorcycle club- first one hundred children received back pack and school supplies, played activities**

**2) Lucinda Spence- Community night in the park the kids had pizza and other activities**

**I have called and emailed Work Release to schedule for them to come to town to clean sidewalks.**

# Report to Town Council

- No reported / burglary / robberies/ sexual related offenses reported. One reported theft.
- Traffic Enforcement (Arrest) remained the same this month
- General calls for service were around the same this month
- I directed patrol to Delaware Ave (Morning Hours) and made several traffic arrest.
- A new computer mount was placed in one of the chargers. It was broken and couldn't be repaired.
- A minor work related injury was reported during the month.
- 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.