

**TOWN COUNCIL**

**MINUTES**

**OCTOBER 2, 2023**

**TOWN COUNCIL:**

Greg Welch	President
Edward (Skip) Ash	Vice President
Pamela Davis	Council Member
James Sample	Council Member
John Wright	Secretary/Treasurer

**TOWN EMPLOYEES:**

Cheryl Lynch	Town Clerk
Gary Derrickson	Maintenance
Kevin Smith	Chief of Police

**OTHERS:**

Priscilla Schoolfield	Chuck Coleman
Robbie Murray	Amy Sheridan
Ronald Hall	Henry Mumford
Velicia Melson	Kyle Quillen
Charles Hudson	Wesley Hayes Jr

**MEETING CALLED TO ORDER:**

Greg called the meeting to order at 7:00pm

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

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

Motion was unanimous

**PRESENTATION AND APPROVAL OF MINUTES:**

September 5, 2023 -Town Council Minutes:

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

Motion was unanimous

September 5, 2023- Executive Session:

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

Motion was unanimous

**REPORT OF TOWN DEPARTMENTS:**

**TREASURER:**

John noted the Account Balances as of September 29, 2023

General Fund:	\$50,000.00
ICS Sweep Account:	\$1,069,522.60
Transfer Tax Account:	\$59,150.56
Municipal Street Aid:	\$19,865.28
WSFS Investment:	\$2,695,509.29

The next WSFS meeting will be November 1, 2023, at 6:00pm

**TOWN CLERK:** SEE REPORT

**MAINTENANCE:**

Greg introduced Gary Derrickson the new maintenance employee.

**POLICE REPORT:** SEE REPORT

**OLD BUSINESS:**

**UPDATE ON GREEN STREET DRAINAGE PROJECT:**

Greg noted they completed the Mill Street drainage issue.

Robbie Murray noted did the Council know if Soil Conservation was going to take out the terracotta pipe between Jim Owens and Ian McClure.

Robbie Murray noted they took out his pipe.

**DISCUSS AMERICAN RESCUE PLAN:**

Greg noted the Town Accountant suggested to roll the funding into General Expenses.

The Town was granted \$488,089.37 and we have spent \$110,204.00. We have allocated

\$240,000.00 towards the police department for a police officer. I have contacted our legal representation to ask the proper way to roll into the general fund expenses.

We have about \$120,000.00 to allocate to the park.

**DISCUSS SIDEWALKS:**

John noted will be scheduling a meeting with George, Miles and Buhr.

John noted other municipalities have received funding for sidewalks.

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

Greg noted the Town would like to put our non-conforming lots on the market. Greg noted might consider a bid process. Will discuss with Town Attorney and Realtor. Chuck Hudson noted he is interested in 8 Reed Street because he lives next door to the parcel. Greg noted we would probably place a minimum bid on the properties.

**NEW BUSINESS:**

**DISCUSS PLANNING AND ZONING MEETING 9-19-2023**

John noted the meeting was a general meeting. The Committee will meet bi-monthly to keep up with the Comprehensive Plan.

**DISCUSS AND POSSIBLE VOTE ON COMPREHENSIVE PLAN MAP CHANGE UPDATE AND REZONING OF CHUCK COLEMAN FROM RESIDENTIAL TO NEIGHBORHOOD BUSINESS.**

Greg noted held a Public Hearing today at 6:00pm to discuss a Comprehensive Plan Map Change and a second Public Hearing to discuss a rezoning for Chuck Coleman Tax Map Parcel 433-6.00-101.00 from Residential to Neighborhood Business.

John made the motion to update the Comprehensive Plan Map to reflect the zoning change from Residential to Neighborhood Business on Tax Map Parcel 433-6.00-101.00 and seconded by Skip.

Motion was unanimous

John made the motion to rezone Tax Map Parcel number 433-6.00-101.00 from Residential to Neighborhood Business and seconded by Skip.

Motion was unanimous

**REVIEW AND POSSIBLE VOTE ON 2022 ANNUAL TOWN AUDIT:**

John noted that Greg, Cheryl, and John met with the Auditors by zoom to discuss the audit. John noted came up with a list of changes for the auditors such as updating and approving the vendor list, review billing weekly accountings.

John made the motion to accept the Annual Town Audit and seconded by Jimmy

Motion was unanimous

**DISCUSS POLICY ON BILLING:**

Greg noted need to bill the property owner.

Greg noted will stop sending the quarterly Trash/Recycle invoice to the tenants only mail to the landlords.

John made the motion effective immediately all homeowners are responsible for utility billings and directly sent to the property owners seconded by Pam.

Motion was unanimous

**COMMITTEE MEETINGS AND REPORTS;**

**CHARTER AND ORDINANCE COMMITTEE:**

John noted the Committee met on September 20, 2023, at 7:00pm

We received from General Code the first online version of the new town code and about ninety questions the committee needs to answer.

John noted for the next three months the committee will be working on these questions and have a working document in legal language.

The next meeting is scheduled for October 11, 2023, at 6:30pm.

**TOWN PARK COMMITTEE:**

Greg noted will be using ARPA funds for this project.

**FIRE HAZARD COMMITTEE:**

Greg noted they will be starting on the Holloway home on October 9, 2023.

Cheryl noted the owner stated the company will remove the asbestos, debris, and the demolition, and should be complete in two weeks.

Greg noted the property at 190 Clayton Avenue is working with the County to receive matching funds for demolition. The Town will need to match the funds.

Pam noted the owner is talking with County and will let Pam know the update.

John noted the town should create a policy for demolitions and place a lien on the property.

Greg noted the fee to demolition 190 Clayton Avenue is \$7,850.00 and the town would pay for half which is \$3,925.00.

**MAINTENANCE BUILDING COMMITTEE:**

Greg noted applied for the permits to the County for the maintenance building at the park and waiting on the updates of the site plan from the Fire Marshall and the Deldot approval on the entrance.

**ENVISION OF FRANKFORD:**

John noted he would recommend giving Envision of Frankford the budgeted amount of \$1,500.00. This way they can use the funds as needed and let Council know at the next budget the dollar amount.

John made a motion to give to Envision of Frankford \$1,500.00 to cover this year expenses and seconded by Skip.

Motion was unanimous

**CITIZENS PRIVILEGE:**

Skip noted discussed with Chief smith another speed limit sign.

Chief smith noted he would look into a grant for the sign.

John noted should install a sign on Honolulu Road.

Robbie Murray noted the scheduled events at the Fire Company

October 6, 2023- Every Friday Oyster Sandwiches accept the Friday after Thanksgiving

October 14, 2023- Health Fair 9:00AM to 2:00pm

October 21, 2023- Fall Festival 11:00AM to 2:00pm

November 3, 2023- Start decorating the park

November 11, 2023- Putting up the Christmas Tree

November 18, 2023- Holiday Expo 9:00AM to 2:00PM

November 25, 2023- Tree Lighting at 6:00pm

Each Wednesday after the tree lighting the park will be opened from 6:00PM to 8:00PM

Greg noted need to cancel the porta potty at the park and open the park bathrooms.

Skip noted he would get another set of locks for the park bathrooms.

Wesley noted would like to change the speed limit from 45mph to 25mph and would like the Council to support the change.

Chief Kevin noted need to move the 45mph speed limit sign by the Church

Robbie Murray noted Deldot would probably complete a study on Delaware Avenue.

Greg noted the council would support Wesley on getting the speed limit reduced.

**ADJOURN TO EXECUTIVE SESSION:**

Skip made the motion to adjourn the Regular Session to Executive Session at 8:17pm and seconded by Jimmy

Motion was unanimous

**RECONVENE FROM EXECUTIVE SESSION TO REGULAR SESSION:**

**Reconvene from Executive Session at 9:42pm**

Greg noted Council discussed renewing Chief Kevin Smith's annual contract.

Pam made the motion to renew Chief Kevin Smith one year contract with a four percent Cost of Living Allowance and seconded by John.

Motion was unanimous

**ADJOURN:**

John made the motion to adjourn the regular meeting at 9:44pm and seconded by Skip

Motion was unanimous

**RESPECTFULLY,**

**CHERYL A LYNCH  
TOWN CLERK**

**TOWN CLERK**

**SEPTEMBER**

**MINUTES**

**REVIEWED EMAILS AND VOICE MAILS**

**POST OFFICE**

**BANK DEPOSITS**

**RECONCILIATION OF BANK STATEMENTS**

**POSTED AUGUST MINUTES ON WEBSITE**

**POSTED PLANNING AND ZONING MINUTES ON WEBSITE**

**PREPARED SEPTEMBER'S COUNCIL MINUTES AND EXECUTIVE SESSION MINUTES  
FOR APPROVAL**

**PREPARED OCTOBER'S AGENDA FOR PUBLIC HEARING AND TOWN COUNCIL MEETING**

**FOUR BUILDING PERMITS FOR SEPTEMBER, REPLACE SIDING, DOORS, ADDITION TO PORCH**

**POLE BUILDING FOR THE TOWN OF FRANKFORD, DEMOLITION FOR HOLLOWAY HOME**

**PREPARED AND ATTENDED PLANNING AND ZONING MEETING**

**WORKED ON TRASH/RECYCLE INVOICES**

**CONTACTED A REALTOR FOR TOWN PROPERTIES AND EMAILED COUNCIL ON ADVICE FROM REALTOR**

# Report to Town Council

- No reported / robberies/ sexual related offenses reported. One reported theft and two shed burglaries.
- Traffic Enforcement (Arrest) was significantly lower this month
- General calls for service increased this month
- I split up directed patrol between Delaware Ave, Reed St, and Honolulu Rd (Morning Hours) and made several traffic arrest.
- Donated school supplies from Millville were dropped off at J.M.C by CPL Burette, and I responded in and met with Mr Murray, and Constable Justice.
- The Department also participated with the Library during a Coffee with a cop event.
- John Feehan the Police Accreditation Project Coordinator was contact and will be responding to the department this month to discuss the Accreditation process and timeline. All agency unless provided with a waiver must be accredited within 5 years.
- 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.