

**TOWN COUNCIL**

**MINUTES**

**November 6, 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
Kevin Smith	Chief of Police

**OTHERS:**

Priscilla Schoolfield	Ronald Hall
Lucinda Spence	Kerin Magill
Kyle Quillen	Bonnie Elliott

**MEETING CALLED TO ORDER:**

Greg called the meeting to order at 7:00pm

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

Greg noted need to add the first and Second Public Hearings to the agenda for approval.  
John made the motion to approve the agenda with additions of the First and Second Public Hearing on October 2, 2023, and was seconded by Skip  
Motion was unanimous

**PRESENTATION AND APPROVAL OF MINUTES:**

October 6, 2023: First Public Hearing Minutes  
October 6, 2023: Second Public Hearing Minutes  
October 6, 2023: Council Minutes  
October 6, 2023: Executive Session Minutes

John made the motion to approve the minutes and seconded by Skip  
Motion was unanimous

**REPORT OF TOWNS DEPARTMENTS:**

**TREASURER:**

John read the Account Balances as of October 31, 2023

General Fund:	\$50,000.00
ICS Sweep Account:	\$1,043,539.13
Transfer Tax Account:	\$59,159.31
Municipal Street Aid:	\$17,778.11
WSFS Investment Account:	\$2,648,184.97

John noted the next meeting with WSFS will be December 13, 2023 at 6:30pm

John noted WSFS noted after the first of the year to shift some of the funds towards Bond money or certificate of deposits.

**TOWN CLERK: SEE REPORT**

Skip noted Mountaire will lend to townhall their equipment to hang the Christmas Lights

Skip noted would start hanging the lights on November 16, 2023 at 9:00AM

**MAINTENANCE: SEE REPORT**

Skip noted we should go ahead and put on the snowplow on the red truck and install the salt spreader.

**POLICE DEPARTMENT: SEE REPORT**

Kyle noted there have been ATV' and dirt bike on Reed Street

**OLD BUSINESS:**

**Update on Green Street Drainage Project:**

Greg noted Robbie Murray noted at the last meeting about his pipes behind his rental.

He thought they were going to remove the pipe, but they crushed the pipe.

Greg noted Robbie Murray said will the Soil Conservation replace the property markers.

Skip noted he and Greg will call Karl Workman and discuss these issues for Robbie.

**Discuss American Rescue Plan:**

Greg noted Cheryl has been in contact with the Auditors about the

Cheryl noted she talked with the Auditor. The Auditor noted the funds currently are considered restricted funds and the auditor and Cheryl complete a journal entry take the funds out of restricted and place into unrestricted. The auditor noted

we can spend the funds on anything. The Auditor will assist Cheryl on the April's report.

the Auditor noted when you complete the report, we will state they are Provisional Government Services.

**Discuss Sidewalks:**

Greg noted on October 31, 2023 he and John met with Drew Lyons from GMB Engineering. Drew noted the town would need to assess the sidewalks and GMB would give us a proposal to assess the sidewalks. This will help us apply for funding for the sidewalks. Kyle noted he just had a survey on his property, and he doesn't own the sidewalk. Ron Hall noted Artesian was installing new water pits along Clayton Avenue and Honolulu Rd

**Discuss Town Properties 8 Reed Street, Tax Map Parcel 433-6.19-8.00, 433-11.07-4.00 Mill Street and 433-6.15-4.00 Shockley Drive:**

Greg noted the Town discussed selling parcels we own in town that aren't buildable lots. We have talked with a Real Estate agent about the parcels. The agent noted she could sell the parcels for a flat fee of \$2,500.00. The Town Attorney noted the town would be better to let a Real Estate Agent handle the sale. John made a motion for Greg and Skip to interview three real estate agents and list the towns parcels for sale 433-6.19-8.00,433-11.07-4.00 and 433-6.15-4.00 and seconded by Skip  
Motion was unanimous

**NEW BUSINESS:**

**DISCUSS PLANNING AND ZONING MEETING 11-21-2023**

John noted held a Planning and Zoning meeting on October 25, 2023, with Dean Esham to discuss the rezoning from Residential to Neighborhood Business. The Committee decided to table the request to November 21, 2023, at 6:30pm, to complete more research.

**DISCUSS ELECTIONS FEBRUARY 3, 2024**

Greg noted Elections will be held February 3, 2024. Pam, Skip and Jimmy's terms are up for re-Election. The Notice of Solicitation for Candidates to file and to Register to vote by January 12, 2024.

**DISCUSS AND POSSIBLY VOTE ON RESOLUTION 2023-0006 ZONING MAP CHANGE:**

Greg noted the rezoning for Chuck Coleman from Residential to Neighborhood Business. Greg read the Resolution. John made the motion to adopt the Resolution 2023-0006 and seconded by Jimmy  
Motion was unanimous

**DISCUSS FINANCIAL POLICY:**

John noted 13 added Section (A)-To process and invoice, the vendor must be an approved vendor for the town of Frankford. To be an approved vendor after 11/6/2023 a proposed vendor must complete an IRS form W9 and the Town of Frankford Vendor packet. This shall be posted on the Town's Website.

John noted added Section (N) The Treasurer shall review a minimum of 10% of all invoices created by the town of Frankford. The predictable invoicing of the quarterly trash/recycle and the annual tax billing are the reoccurring invoices, but all should be included in the overall 10%. Smaller or infrequent invoices such as building permits and realty transfer tax shall have a quarterly meeting to review quarterly.

**Skip made the motion to approve the updated Financial Policy as of November 6, 2023 and seconded by Skip.**

**Motion was unanimous**

**COMMITTEE MEETINGS AND REPORTS:**

**CHARTER AND ORDINANCE COMMITTEE:**

John noted the next Committee meeting on Wednesday November 15, 2023, and Wednesday November 29, 2023, both at 6:30pm.

John noted for Cheryl to contact Amy Sheridan and advised of the meeting dates.

**TOWN PARK COMMITTEE:**

Greg noted would like to have a new fence, picnic table and park equipment.

Greg noted need to figure out the funding for the project.

**FIRE HAZARD COMMITTEE:**

Greg noted the Holloway's home has been demolished.

Greg noted Pam had been in contact with the County and they wanted to do 50/50 funding.

Greg noted contacted the Town Attorney and he said we could comply with the 50/50 and the Town would apply a lien to the property.

Pam noted the owner is in contact with the County.

Greg noted the town needs to have a policy for this project.

Pam noted she would call the county and owner.

Skip asked Cheryl to contact John Holloway and ask is the project completed.

**MAINTENANCE BUILDING COMMITTEE:**

Greg noted we need to have a flow test on the hydrant at the park for the Fire Marshall.

**ENVISION OF FRANKFORD:**

Bonnie noted Christmas in the Park is November 25, 2023 ,at 5:30pm then open on Wednesday's From 6:00pm to 8:00pm until Christmas.

**CITIZENS PRIVILEGE: No Comments**

**ADJOURN REGULAR MEETING TO MOVE INTO EXECUTIVE SESSION:**

Skip made the motion to move into Executive Session at 7:55pm and seconded

By Jimmy

Motion was unanimous

**RECONVENE FROM EXECUTIVE SESSION:**

Council Reconvened from Executive Session at 8:50pm

Council discussed increasing the hourly salary for the maintenance employee Gary Derrickson from \$16.00 per hour to \$20.00 per hour.

The Council voted and was unanimous for a hourly salary increase from \$16.00 per hour to \$20.00 per hour for the maintenance employee Gary Derrickson.

Council discussed whether the replacement of Elizabeth Bruette should be Full-Time or Part-Time. Council decided to keep the position as full-time police officer.

**ADJOURN REGULAR SESSION:**

Skip made the motion to adjourn the meeting at 9:00pm and seconded by Jimmy

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.