

TOWN COUNCIL

MINUTES

DECEMBER 4, 2023

TOWN COUNCIL:	Greg Welch	President	
	Edward (Skip) Ash	Vice President	
	Pamela Davis	Council Member	
	James Sample	Council Member	(Absent)
	John Wright	Secretary/Treasurer	
TOWN EMPLOYEES:	Cheryl Lynch	Town Clerk	
	Kevin Smith	Chief of Police	
OTHERS:	Priscilla Schoolfield	Bonnie Elliott	
	Ronald Hall	Kerin Magill	
	Kyle Quillen	Lucinda Spence	
	Dean Esham	Aaron Rhys	
	Henry Mumford		

MEETING CALLED TO ORDER:

Greg called the meeting to order at 7:00pm

MOTION TO APPROVE THE AGENDA WITH ANY ADDITIONS OR DELETIONS:

Pam made the motion to approve the agenda and seconded by John
Motion was unanimous

PRESENTATION AND APPROVAL OF MINUTES:

November 6, 2023- Town Council Minutes

November 6, 2023- Executive Session Minutes

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

PUBLIC HEARING: DELAWARE STATE HOUSING AUTHORITY:

Guillermo Montalvo is one of the project managers for the Community development and Housing. Also introduced Mike Jone and Nicole Reddick.

Guillermo noted apply for the block grant We apply for municipalities or rural communities.

The CBDG funding comes from us department of Housing and Urban development or HUD allocated to Sussex county and Kent County. The grant this year will be in the amount of 2.5 million dollars and will be awarded to Kent and Sussex county and will be awarded on a competitive bases.

One requirement public hearing. The Delaware state Housing Authority has a client list of housing rehabilitation, water and sewer hookups. All projects low to moderate income. In 2022 a two person household can't make more than \$56,900.00. The funds are used for owner occupied housing.

Housing rehabs include roof, doors, windows, electrical and plumbing upgrades as well as energy upgrades. The home must be home owner occupied, low to moderate income, insured or insurable and County and Town Taxes must be current.

We place a lien on the property to protect the funding. A primary resident with \$5,000.00 in repairs or less no lien will be placed on the property with repairs up to \$15,000.00 has a five year, zero percent prorated payback lien, a demolition home requires a full lien. If they have repairs from \$15,000.00 to \$40,000.00 there will be a zero percent and a ten year pay back lien This is so a person can't sell their home and make a profit. In the last five years the Town of Frankford has received \$224,000.00 in funding from Sussex county in rehabs. The program has assisted eleven households in the last five years. The program can also assist residents in emergency situations assisted by Sussex County Council for no water, heat, busted pipes, roofs and handicap accessibility. There are currently eleven households on the waiting list for the Town of Frankford. The town can have the resident contact the department at 302-855-7777 and they will mail out an Application for the resident to complete and return to Community Development Housing Department so they can be placed on the list. The town must have on the list at least four Properties and currently the Town has eleven on the waiting list. The applications are on or before February 1, 2024.

REPORT OF TOWNS DEPARTMENTS:

TREASURER:

John noted the account balances as of November 30, 2023

General Fund	\$50,000.00
ICS Sweep Account:	\$1,013,295.60
Transfer Tax Account:	\$114,123.07
Municipal Street Aid:	\$15,733.82
WSFS Investment:	\$2,648,184.97

John noted the next meeting with WSFS will be December 13, 2023, at 6:00pm.

TOWN CLERK: SEE REPORT

MAINTENANCE: SEE REPORT

Skip noted delivered coffee and donuts to Mountaire for the use of the cherry picker to install Christmas lights. Skip noted needs new mounting brackets for the christmas lights and also new electrical receptacles.

Greg noted need an electrician to look at the receptacles for the Christmas Lights.

POLICE DEPARTMENT: SEE REPORT

OLD BUSINESS:

DISCUSS AMERICAN RESCUE PLAN:

Greg noted will use this funding for General Expenses so we can apply for matching grants for the park project. The cycle for ORPT grant starts in March 2024. We would like to upgrade the bathrooms at the park, fencing, walkway and playground equipment.

DISCUSS SIDEWALKS:

Greg noted held a meeting with Drew Lyons from GMB about the sidewalks. Propose pricing for ADA Compliance, funding sources also they could drone our sidewalks. Mr Lyons noted this will take some time to put together the proposals.

NEW BUSINESS:

DISCUSS PLANNING AND ZONING MEETING 11-21-2023 REQUESTED REZONING CHANGE FROM RESIDENTIAL TO NEIGHBORHOOD BUSINESS FOR TAX MAP PARCEL NUMBER 433-6.19-93.01:

John noted met with Dean Esham on November 21, 2023, for his request to rezone his parcel from Residential to Neighborhood Business. Dean presented why he wanted to change the parcel zoning. The Planning and Zoning Committee made their recommendation not to change the zoning on this parcel. Jerry Smith came to the Planning and Zoning meeting on November 21, 2023 and brought with him a signed petition stating 14 residents he talked to about the rezoning which were in opposition of the rezoning change.

Greg noted the next step is for the Town Council to vote whether to move forward with a Public hearing.

Greg noted Council Member Jimmy Sample was not present and John Wright will not be casting a vote due to he is on the Planning and Zoning Committee.

Dean asked for the Town Council to vote this meeting and he has talked with some of the residents on the petition and they have changed their mind not to oppose.

Pam noted since Council Member Jimmy Sample is not present the Council needs to not vote at this Council meeting and move it forward to January's Council meeting.

Skip made the motion to move the vote for rezoning at the next Council meeting in January 2024 and seconded by Pam.

Motion was unanimous

DISCUSS ELECTIONS FEBRUARY 3, 2024:

Greg noted the cut off time to apply for Candidacy and Voter Registration is January 12, 2024, at 4:30pm. You can obtain the Candidacy form on the Town Website or at Town Hall. The voter registration application is at Town Hall.

DISCUSS THE XEROX COPIER LEASE:

Cheryl noted we can either trade in the old copier and upgrade to a new copier. The new monthly Lease would increase by \$13.77, or we can buy out the old lease at \$656.00 and keep this machine. If we do a buy out we will need to purchase a maintenance agreement which will cost \$16.00 per month and would be charged per page. Based off of the current copies the agreement would cost us \$65.59. Skip made the motion to lease a new Xerox machine instead of buying the old lease and seconded by Pam

Motion was unanimous.

DISCUSS AECOM CONTRACT RENEWAL:

Greg noted this is an annual agreement.

John noted their billing is not explainable. We get charged for services and don't receive any goods for the service such as upgraded maps.

Cheryl noted when she receives the invoices, she forwards them to Kyle for the price breakdown.

Greg noted will table the contract until the next Council meeting.

COMMITTEE MEETINGS AND REPORTS:

CHARTER AND ORDINANCE COMMITTEE:

John noted the committee has met on November 15th and November 30th and working on the Ecode 360 and we are about two thirds through the process. The next meeting will be December 14, 2023, at 6:00pm at Town Hall.

TOWN PARK COMMITTEE:

Greg noted the Committee has come up with a list of what we need to upgrade at the park. Instead of using the ARPA funds we would like to apply for matching grants which will open in March 2024.

FIRE HAZARD COMMITTEE:

Greg noted ECODE will rename and rewrite Ordinance 5

MAINTENANCE BUILDING COMMITTEE:

Greg noted still working on the permitting. We have submitted everything to Deldot.

ENVISION OF FRANKFORD:

Ronald Hall noted opening night for Christmas in the Park was very successful and will be open every Wednesday until Christmas.

CITIZENS PRIVILEGE:

Mr Mumford asked Skip if he had talked to highway department about the sidewalks.

Skip noted Artesian was to fix the sidewalk by Antioch Church.

Skip noted to the Chief about grants for speed limit signs.

Kevin noted he has been applying for grants.

ADJOURN TO EXECUTIVE SESSION:

Skip made the motion to adjourn to Executive Session at 7:54pm and seconded by John

Motion was unanimous

RECONVENE FROM EXECUTIVE SESSION:

Skip made the motion to Reconvene from Executive Session to Regular Session at 8:22AM and

Seconded by John

Motion was unanimous

Council discussed Christmas bonuses for employees and was approved by Council.

ADJOURN:

Skip made the motion to adjourn the Regular Session at 8:24pm and seconded by John

Motion was unanimous

RESPECTFULLY

CHERYL A LYNCH

TOWN CLERK

**TOWN CLERK
REPORT
NOVEMBER 2023**

REVIEWED EMAILS AND VOICE MAILS

POST OFFICE

WEEKLY PAYROLL

WEEKLY PAID BILLS

CUSTOMERS

WORKED ON DELINQUENCIES FOR PROPERTY TAXES

BANK DEPOSITS

SCHEDULED PLANNING AND ZONING MEETING NOVEMBER 21, 2023

PLACED ADD FOR PLANNING AND ZONING MEETING

POSTED PLANNING AND ZONING MEETING ON BOARD AND WEBSITE

WORKED ON AUDITORS REQUESTS

POSTED AGENDA FOR DECEMBER'S COUNCIL MEETING

PREPARED NOVEMBER'S MINUTES FOR APPROVAL AT DECEMBER COUNCIL MEETING

RECONCILED BANK STATEMENTS

SETUP FOR PUBLIC HEARING FOR DELAWARE STATE HOUSING AUTHORITY

**MET WITH SARAH FROM DELMARVA DOCUMENT SOLUTIONS – COPIER LEASE WILL EXPIRE IN
JANUARY 2024. WILL DISCUSS IN DECEMBER'S MEETING**

MAINTENANCE MONTHLY REPORT

NOVEMBER 2023

**PICKED UP TRASH
WORKED ON SIDEWALKS- NORTH SIDE OF REED STREET
STRAIGHTENED STREET SIGN POLES
CLEANED PARK
WINTERIZED BATHROOMS
WINTERIZED AND REMOVED WATER FOUNTAIN
CLEANED AROUND FENCE LINE AT THE PARK ON MAIN STREET
PRUNED SHRUBS AT TOWN HALL
CUT GRASS AT TOWN HALL
FILLED IN THE CRACKS ON THE WALKING PATH AT THE PARK
EDGED THE WALKING PATH AT THE PARK
MOVED SIGN ON DOVER
FINISHED EDGING AT THE PARK
REMOVED ONE PICNIC TABLE
HUNG CHRISTMAS LIGHTS
CHRISTMAS LIGHTS AT THE PARK
FIXED STOP SIGN ON DELAWARE AND MAIN
EDGED SIDEWALKS IN FRONT OF THE PARK
REPAIRED TRIMMER
FLOWER BIDS AND LEAVES
OIL CHANGE ON THE WHITE TRUCK
INSTALLED SNOW PLOW
INSTALLED THE SALT SPREADER
CLEANED STORM DRAINS
CLEANED THE CURBS ON CAREY STREET AND FRANKFORD AVENUE**

Report to Town Council

- No reported theft/ burglaries/ robberies/ sexual related offenses reported.
- Traffic Enforcement (Arrest) was slightly lower this month
- General calls for service decreased this month.
- I split up directed patrol between Delaware Ave, Reed St, and Honolulu Rd (Morning Hours) and made several traffic arrest. I also had reports of vehicles passing stopped busses on Honolulu in the afternoon hrs. so units were directed to the area in the PM with several arrest made for speeding. No school bus violations observed.
- Fall weapon recertification was conducted at the Bridgeville Rifle and Pistol Club.
- I had officer's swing by the Library during 2 of the teen function nights to have a police presence seen. This was in response to reported rowdy teens at those functions last month.
- The accreditation meeting scheduled for this month has been postponed to 1/23/24.
- 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.