

TOWN OF FRANKFORD

MINUTES

JANUARY 2, 2024

TOWN COUNCIL:	Greg Welch	President
	Edward (Skip) Ash	Vice President
	Pamela Davis	Councilman
	James Sample	Councilman
	John Wright	Secretary/Treasurer
TOWN EMPLOYEES:	Cheryl Lynch	Town Clerk
	Kevin Smith	Chief of Police
OTHERS:	Priscilla Schoolfield	Kerin Magill
	Lucinda Spence	Kyle Quillen
	Dean Esham	

MEETING CALLED TO ORDER:

Greg called the meeting to order at 7:02pm

MOTION TO APPROVE THE AGENDA WITH ANY ADDITIONS OR DELETIONS:

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

PRESENTATION AND APPROVAL OF MINUTES:

December 4, 2023- Town Council Minutes

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

December 4, 2023- Executive Session:

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

REPORT OF TOWN DEPARTMENTS:

TREASURER:

John noted the Account Balances

General Fund:	\$50,000.00
ICS Sweep Account:	\$980,130.49
Transfer Tax Account:	\$263,900.66
Municipal Street Aid:	\$13,690.38
WSFS Investment:	\$2,877,634.34

John noted held a meeting with WSFS and the investment is increasing and we will open a separate checking account for Certificate of Deposits. The next meeting will be January 31, 2024, at 6:00pm at Town Hall.

TOWN CLERK: SEE REPORT

MAINTENANCE: SEE REPORT

Cheryl read the maintenance report
Greg noted that Gary gave his notice, and his last day is January 5, 2024.

POLICE DEPARTMENT: SEE REPORT

OLD BUSINESS:

DISCUSS AND VOTE ON REZONING REQUEST FOR DEAN ESHAM, TAX MAP PARCEL 433-6.19-93.01 FROM RESIDENTIAL TO NEIGHBORHOOD BUSINESS:

John noted on October 25, 2023, Planning and Zoning met with Dean Esham for his request to rezone from Residential to Neighborhood Business. Dean presented what he would like to put on the property. Jerry Smith attended the meeting and brought with him a signed petition of residence that were in opposition of the rezoning. The Committee voted not to recommend the rezoning.

Greg noted the Town Council will need to vote or move forward with a public hearing. John will reclude his vote on Council.

Greg noted there are fourteen residents in opposition of the zoning change. John noted if council moves forward with a Public Hearing and the public could speak at the meeting.

Dean noted for Council to hold a Public Hearing and hear who has the oppositions and give him a chance to present his case to the Council

Greg asked for a motion to move forward with a Public Hearing or deny the application.

Skip made the motion to schedule a Public Hearing and seconded by Jimmy.
Motion was unanimous

The Public Hearing will be scheduled, February 5, 2024 at 6:00pm.

DISCUSS SIDEWALKS:

Greg noted we haven't heard anything from Drew Lyons at GMB and he is working on the proposals for the town.

John noted per Representative Rich Collins to schedule a meeting with Millsboro's Town Manager.

**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 received proposals from three Real Estate Agents. Also received clarification that two of the parcels are non- conforming building lots. They could be built on with variances.

Greg noted he felt the Shockley Drive parcel could be a buildable lot and the parcel on Reed Street could be a buildable lot with a variance.

Greg noted the one Realtor charges a \$2,500.00 flat fee, one at 6.00% and one for 4.00%.

DISCUSS ELECTIONS FEBRUARY 3, 2024

Greg noted the election will be held on Saturday, February 3, 2024, from 1:00pm to 4:00pm, Pam, Jimmy and Skip terms are up. The deadline to file for candidacy is January 24, 2024 by 4:30pm.

NEW BUSINESS:

DISCUSS AND VOTE ON RESOLUTION 2024-0006

DELAWARE STATE HOUSING AUTHORITY- COMMUNITY BLOCK GRANT:

Greg read Resolution 2024-0006.

John made the motion to approve Resolution 2024-0006 and seconded by Pam

Motion was unanimous

COMMITTEE MEETINGS AND REPORTS:

CHARTER AND ORDINANCE COMMITTEE:

John noted the Committee met on November 30, 2023, and December 14, 2023 and we have ten to fifteen more questions before we can present to General Code

The next meeting will be held on January 4, 2024 at 6:00pm

TOWN PARK COMMITTEE:

John noted will be taking down the Christmas Tree Saturday January 7, 2024, at 9:00AM

Cheryl noted the Towns wreaths and lights have been taken down.

FIRE HAZARD COMMITTEE:

Pam noted called left a message with Mrs Hall.

MAINTENANCE BUILDING COMMITTEE:

Greg noted needs to have a site plan for storm water management.

ENVISION OF FRANKFORD:

No Report

CITIZENS PRIVILEGE:

Lucinda Spence noted thank you to the Police Department for purchasing pizza for the pizza party at the Library for the children.

Skip noted when do you want to take down the Christmas Lights.

Greg noted he would rather hire an electrician to take down the Christmas Lights and have them access the electric for each ornament.

ADJOURN FOR EXECUTIVE SESSION:

Skip made the motion to move into Executive session at 7:40pm and seconded by Jimmy.

Motion was unanimous

RECONVENE FROM EXECUTIVE SESSION:

Greg the council discussed replacing Gary with a full-time maintenance employee at \$17.00 per hour.

Skip made the motion to hire a full-time maintenance employee at \$17.00 per hour and seconded by Jimmy.

Motion was unanimous

Greg noted that Cheryl discussed with him about her going to part-time at \$25.00 per hour so the town could hire a Full-time Town Manager.

Skip made a motion to move forward to hire a Full-Time Town Manager and seconded by Jimmy

Motion was unanimous

ADJOURN:

Skip made the motion to adjourn the regular session at 8:22pm and was seconded by John

Motion was unanimous

RESPECTFULLY

**CHERYL A LYNCH
TOWN CLERK**

**TOWN CLERK
MINUTES
DECEMBER 2023**

REVIEWED EMAILS AND VOICE MAILS

POST OFFICE

BANK DEPOSITS

BANK RECONCILIATION

WEEKLY PAYROLL

PREPARED AND POSTED AD FOR NOTICE OF SOLICITATION FOR CANDIDATE

PREPARED JANUARY'S AGENDA

PREPARED DECEMBER'S TOWN COUNCIL MINUTES AND EXECUTIVE SESSION

MINUTES

FOR APPROVAL

CALLED COASTAL REAL ESTATE AND KELLER WILLIAMS TO SEE IF THEY WOULD BE INTERESTED

IN SELLING THE TOWNS PROPERTIES AND WHAT IS THEIR FEE

PREPARED AND MAILED THE ANNUAL RENTAL LICENSE LETTER/INVOICES

PREPARED AND MAILED THE TRASH/RECYCLE INVOICES

WORKED ON AUDITORS REQUESTS

PAID WEEKLY BILLS

WORKED ON ANNUAL BUSINESS LICENSE

WORKED ON DELINQUENCIES FOR PROPERTY TAXES, TRASH, RECYCLE AND RENTAL LICENSE

CONTACTED DELMARVA POWER TO SHUT OFF THE CHRISTMAS LIGHTS FOR JANUARY 3, 2024

MAINTENANCE REPORT

DECEMBER 2023

CLEANED UP CURBS AND SIDEWALKS ON FRANKFORD AVENUE

CLEANED UP LEAVES AND SIDEWALKS ON REED STREET

PICKED UP TRASH ON REED STREET

CUST GRASS AT TOWN HALL

EDGING ON THATCHER STREET

CLEANED STORM DRAINS

WORKED ON CHRISTMAS LIGHT RACKS IN GARAGE

PAINTED CORRIDOR INSIDE OF THE TOWN HALL

Report to Town Council

- No reported thefts / robberies/ sexual related offenses reported. One reported attempted shed burglary. Officer Dorney recovered a latent print at the scene that was identified. This could possibly clear all our pending cases.
- Traffic Enforcement (Arrest) was significantly lower this month
- General calls for service decreased this month
- I attended mandatory in-service training this month, as well as firearm qualification.
- The Department now has a contract with the Bridgeville Rifle and Pistol Club to perform all future firearms training at this site.
- I split up directed patrol between Delaware Ave, Reed St, and Honolulu Rd (Morning Hours) and made several traffic arrest.
- Officer Loulou and I met with John Feehan the Police Accreditation Project Coordinator who explained the process and provided us with the application and accreditation standards. We will be attending an Accreditation Managers meeting on December 6th after which we will begin the process.
- The Department participated at the Fall Festival.
- 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.
- On October 27th CPL Bruette submitted her resignation via e-mail effective immediately with no explanation.