

TOWN OF FRANKFORD

MINUTES

FEBRUARY 5, 2024

TOWN COUNCIL:	Greg Welch	President
	Pamela Davis	Councilman
	James Sample	Councilman
	John Wright	Secretary/Treasurer

TOWN EMPLOYEES:	Cheryl Lynch	Town Clerk
	Tom Rozell	Maintenance
	Kevin Smith	Chief of Police

OTHERS:	Kyle Quillen	Lucinda Spence
	Duane Beck	Ronald Hall
	Priscilla Schoolfield	Annie Mae Ford
	J R lePearl	Henry Mumford
	Bonnie Elliott	Rholena Marshall
	Dean Esham	

MEETING CALLED TO ORDER:

Greg called the meeting to order at 7:00pm

APPOINTMENT OF OPEN COUNCIL POSITIONS:

Greg noted no one filed as a candidate. We have three council positions opened.

We did Solicite a Notice of Interest for the Council Seats. We had two people file for the Position but they missed the deadline which was a miss communication of the deadline Date.

Greg noted he noted at the last council meeting he noted an incorrect deadline date to file For a council seat.

We have three letters of interest which are Pam Davis, jimmy Sample and Kyle Quillen.

Greg noted he would call for a motion to appoint the positions.

John made the motion to appoint Pam Davis, Jimmy Sample and Kyle Quillen for the Three Council seats and Greg seconded the motion.

Motion was unanimous

SWEARING IN OF COUNCIL MEMBERS:

Cheryl read the Oath of Office to Pam Davis, Jimmy Sample and Kyle Quillen

Greg noted he would like to acknowledge Skip Ash for his eight years of service on the Council.

REORGANIZATION OF COUNCIL:

Greg noted need to Reorganize Town Council

President:

John made the motion to nominate Greg Welch and seconded by Pam Davis

Motion was unanimous

Vice President:

Kyle nominated Pam Davis and seconded by Jimmy

Motion was unanimous

Secretary/Treasurer:

Pam nominated John and seconded by Kyle

Motion was unanimous

MOTION TO APPROVE THE AGENDA WITH ANY ADDITIONS OR DELETIONS:

Greg noted need to add two items to the agenda. The first item is an approval

For the name of the Cress Farm to Vines Creek Crossing and the second

Mr Manzke a signage classification on Main Street and Thatcher Street.

John made the motion to approve the agenda with additions and seconded by Pam

Motion was unanimous

PRESENTATION AND APPROVAL OF MINUTES:

January 2, 2024- Town Council Minutes

January 2, 2024- Executive Session

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

Motion was unanimous

REPORT OR TOWN DEPARTMENTS:

TREASURER:

John read the account balances as of January 31, 2024

General Fund: \$50,000.00

ICS Sweep Account: \$981,193.26

Transfer Tax Account: \$270,650.72

Municipal Street Aid: \$11,650.72

WSFS Investment: \$2,887,497.35

John noted the next meeting with WSFS will be March 20, 2024, at 6:00PM

TOWN CLERK: SEE REPORT

MAINTENANCE: SEE REPORT

Greg introduced Tom Rozell the new maintenance Employee

POLICE DEPARTMENT: SEE REPORT

OLD BUSINESS:

DISCUSS SIDEWALKS;

Greg noted we haven't heard from GMB about the sidewalks

**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 decided on a realtor Kae Quillen at Beach Bound Realty

NEW BUSINESS:

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

Greg noted the Town council held a Public Hearing

Greg noted to Kyle, Pam and Jimmy for their vote on the rezoning request/

Kyle noted his vote to deny and was seconded by Jimmy

Motion was unanimous

DISCUSS PLANNING AND ZONING MEETING JANUARY 16, 2024, SOLAR FARM

John noted the same group who came to the town about a year ago. They would like to install a four mega watt Solar Farm on the Dukes property in the center of town.

Infrastructure work to add to the sub- station.

Greg noted we will be holding a Public Hearing on the Conditional Use around April and after the hearing it will move to the Town Council.

Greg noted there was a soil survey completed on this parcel.

Greg noted the Comprehensive Plan calls for this parcel to be a mixed use with residential and businesses.

Greg noted the solar Farm would be twenty-five year lease with two extensions.

DISCUSS DELDOT RECOMMENDATION ON LIGHTING IMPROVEMENTS ON US 113 DUPONT BOULEVARD

Greg noted currently we have seven lights on Route 113. Developmental plan to increase lighting at the red light going north and south. Under the proposed improved lighting conditions the town would pay \$178.48 per month for thirteen LED lights this would increase the current billing from \$81.64 to \$96.84.

Greg called for a vote from the council.

John made the motion to accept Deldots proposal for the increase of \$96.84 per month and seconded by Pam

Motion was unanimous

DISCUSS PURCHASE OF HOLIDAY POLE LIGHTING:

Greg noted Cheryl wanted to purchase more pole lights for the town.

Cheryl noted the Christmas Decoration budget is \$2,500.00

Cheryl noted I want to purchase two candy canes and two trees with mounts and the Total cost would be \$1,638.00

Kyle made the motion to purchase two candy canes and two tress and seconded by Jimmy.

Motion was unanimous

John noted need to access the streets that don't have Christmas lights with banners so we know during Budget preparation what the cost will be for the budget

Cheryl noted will need to get the pole numbers and contact Delmarva Power To get permission to hang the banners.

DISCUSS REPAIRS OF CIRCUITS FOR THE CHRISTMAS LIGHTS:

Greg noted he and Skip put up the Christmas Lights. We decided to hire Brewington Electric to take down the Christmas lights and accessed the receptacles that need repair. The cost to repair the receptacles is \$10,000.00 to \$15,000.00.

John noted need to add this project in the budget cycle, but we should go ahead and put \$20,000.00 towards the project and get done what we can get done.

DISCUSS TOWN MANAGER:

Greg noted in the last Executive Session they discussed hiring a Town Manager and Cheryl advised Council was interested going part time.

Greg noted collected information for Town Manager from other towns and we will need to update the Town Charter for the powers of the Town Manager.

COMMITTEE MEETINGS AND REPORTS:

CHARTER AND ORDINANCE COMMITTEE:

John noted two meetings on January 4th and 17th. We made it through the entire Charter proposal which has been sent back ECode 360 for finalization. Then they will get back to the Committee for review after the Committee reviews, they will send back to E360 and the company will send back for the Town Council to adopt the code.

TOWN PARK COMMITTEE: NO REPORT

FIRE HAZARD COMMITTEE:

Pam noted talked to Mrs Hall and she will contact Pam with more information.

MAINTENANCE BUILDING COMMITTEE:

Greg noted we had to get a stormwater plan and has been submitted but hasn't been approved. We did receive the Fire Marshall approval on December 7th. We are still waiting on the Stormwater and Deldot approval. Once we receive those approvals we can submit to the Contractor.

ENVISION OF FRANKFORD:

Ron Hall noted they are making arrangements for the Egg Scramble. Bonnie noted the Egg Scramble will be March 29, 2024.

CITIZENS PRIVILEGE:

Cheryl noted Kerin Magill from the Coastal Point wanted everyone to know the Coastal Point will be holding their Open House for Twenty Years of Service on February 8, 2024, from 1:00pm to 4:00pm.

EXECUTIVE SESSION: COUNCIL DECIDED TO CANCEL THE EXECUTIVE SESSION

ADJOURN:

Pam made the motion to adjourn the Town Council meeting at 7:44pm and seconded by Kyle
Motion was unanimous

RESPECTFULLY

**CHERYL A LYNCH
TOWN CLERK**

TOWN CLERK

REPORT

JANUARY 2024

REVIEWED EMAILS AND VOICE MAILS

SENT APPLICATIONS FOR BUSINESS LICENSE RENEWALS

POST OFFICE

BANK DEPOSITS

WEEKLY PAYROLL

PAID BILLS

PREPARED COUNCIL AND EXECUTIVE SESSION MINUTES

PREPARED AND POSTED PUBLIC HEARING AND COUNCIL MEETING AGENDA

SETUP FOR PUBLIC HEARING AND COUNCIL MEETING

CUSTOMERS

CALLED GEORGE BREWINGTON ELECTRICIAN TO TAKE DOWN CHRISTMAS LIGHTS AND

EVALUATE EACH RECEPTACLE

CLEANED TOWN HALL

WORKED ON AUDITORS REQUESTS

(3) BUILDING PERMITS DEMOLITION, ROOF AND NEW ADDITION

SETUP FOR PLANNING AND ZONING MEETING ON 1-16-2024

NO HEAT AT TOWN HALL on January 19, 2024 – A & A HAD TO ORDER A PART STILL WAITING

ON THE PART

SETUP MAINTENANCE INTERVIEWS FOR GREG AND JIMMY

MAINTENANCE REPORT

FEBRUARY 2024

GREG SHOWED ME THE STREETS OF FRANKFORD

CLEANED UP IN FRONT OF TOWN HALL FROM AN ACCIDENT

WASHED INSIDE OF TOWN TRUCK

REMOVED DOWN LIMBS AT PARK

PICKED UP TRASH ON DOVER STREET

PICKED UP TRASH, LIMBS AND DOG WASTE AT PARK

PICKED UP TRASH ON REED STREET

PUT OUT TRASH AT THE PARK

CHECKED THE TOOLS IN THE TRUCK TO SEE WHAT WE HAVE

Report to Town Council

- No reported theft/ burglaries/ robberies/ sexual related offenses reported.
- Traffic Enforcement (Arrest) was slightly higher this month
- General calls for service increased slightly this month.
- I split up directed patrol between Delaware Ave, Reed St, and Honolulu Rd (Morning Hours) and made several traffic arrest. Had units on Honolulu Rd after school to monitor traffic.
- Placed order for TASARS, Tire deflation devices, and 2 new AED's.
- Submitted formal notification to the State of our intent to start the accreditation process.
- 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.