

TOWN OF FRANKFORD

MINUTES

JUNE 3, 2024

TOWN COUNCIL:

Greg Welch	President
Pamela Davis	Vice President
John Wright	Secretary/Treasurer
James Sample	Councilman
Kyle Quillen	Councilman

TOWN EMPLOYEES:

Kevin Smith	Chief of Police
Cheryl Lynch	Town Clerk
Sheldon Hudson	Town Management Consultant

OTHERS:

Bobby Horsey	Bonnie Elliott
Bill Manzke	Steven Manske
Chad Warren	Priscilla Schoolfield
Henry Mumford	Bill Easton
Ed Ferencie	Michelle Valentine
Lucinda Spence	Kerin Magill
Ronald Hall	

MEETING CALLED TO ORDER:

Greg called the meeting to order at 7:00pm

APPROVAL OF AGENDA WITH OR WITHOUT AMENDMENTS:

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

MINUTES:

PUBLIC HEARING- MAY 6, 2024

REGULAR COUNCIL MEETING – MAY 6, 2024

Jimmy made the motion to approve the Public Hearing Minutes and Town Council Minutes
and seconded by Kyle
Motion was unanimous

COUNCIL, STAFF AND CONSULTANT REPORTS:

COUNCIL TREASURER:

John read the Account balances:

General Fund: \$50,000.00
Transfer Tax Account: \$274,327.08
Municipal Street Aid: \$3,258.90
WSFS Investment: \$2,933,790.23

John noted the next meeting with WSFS is June 12, 2024, at 6:00pm at Town Hall

POLICE CHIEF: SEE REPORT

TOWN CLERK: SEE REPORT

MAINTENANCE: SEE REPORT

TOWN MANAGEMENT CONSULTANT: SEE REPORT

OLD BUSINESS:

SIDEWALKS:

Greg noted received a proposal from GMB to create field map for sidewalk conditions. Provide a GIS map data for the priority on the repairs of the sidewalks. The proposal amount is \$14,900.00. We could use the survey and map to assist finding the funding to repair these sidewalks.

John made a motion to accept the proposal from GMB in the amount of \$14,900.00 with the understanding it could be a different price and seconded by Kyle.

Motion was unanimous

TOWN OWNED PROPERTIES-SUSSEX COUNTY TAX MAP AND PARCEL NUMBER 433-6.15-4.00, 433-6.19-8.00 AND 433-11.07-4.00

Greg noted he hasn't met with the Real Estate agent to sign the paperwork. Greg noted the parcel on Shockley Dr has a ditch in the middle of the parcel.

John noted the parcels are located on Shockley Dr, Reed Street and Mill Street.

NEW BUSINESS:

FINANCIAL STATEMENTS:

Sheldon noted need to have more clarification. We received an email from the auditor Reviewing the allowance for doubtful accounts to see if it needs to be increased. I propose the Treasurer and I meet with auditor to get clarification to see if we need to do anything before we approve the Financial Statements.

Sheldon noted he would schedule a meeting with the Town auditor.

Greg noted the auditor requested the town write off their doubtful water account balances. These are old water debts we haven't had success in collecting.

WRITING OFF DOUBTFUL WATER ACCOUNT BALANCES.

Greg noted the outstanding balance is \$25,317.07

Pam noted we should receive more clarification.

ALLOCATION OF REMAINING AMERICAN RESCUE PLAN ACT (ARPA) MONIES TO GENERAL FUND:

Greg noted we as the council decided to move the ARPA funds to General Fund for General expenses.

Bonnie noted the Library made a request to the town for some of the ARPA funds and we were Turn down. The only thing the town has paid for the Library is the trash bills. Is the town not willing to help the Library? This Library does the fourth most programming. The Library funding is based on attendance, funding formula and programming. We are up against other Library's such as Lewes, Rehoboth and bigger library's and we are receiving the least amount of funding this year. This is why we came to the town for assistance to complete our Teen Room.

Greg noted we have allocated the ARPA funds to the police full time employee and the park. We folded the monies into the General Fund.

Greg noted we could contribute to the Library but it won't be ARPA funds.

Bill Easton noted he is a Board member for the Library and we would appreciate any funding for the Library.

Greg noted need a motion to allocate the ARPA funds to the General Fund

John made the motion to allocate the remaining ARPA funds to the General Fund and seconded by Kyle.

Motion was unanimous

AMEND ORDINANCE NO. 30 (PROCUREMENT):

Greg noted will postpone this ordinance until the Town Attorney reviews the Ordinance with the State laws governing procurement.

FISCAL YEAR 2025 BUDGET:

John noted the budget is \$629,731.38. the Income match expenses. We think we will see an Increase in Business License in the next fiscal year. The Sussex County Grant should be In the amount of \$35,000.00 so we budgeted \$35,000.00. We decreased on the income side the expectation on the transfer tax down to \$55,000.00. We increased the electric by 14%. We agreed to finance the agreement with Deldot ,on the increase lighting on Route 113. We decreased the uniform cost by 50%. Health Insurance about a 40% increase and we added for a full time Police officer. We will potentially next month be entering into the County Municipal pension program for the Police Department which will be an increase above the 5% we contribute today.

John noted we will move a part of the investment funding into Certificate of Deposits.

Sheldon noted he will be meeting with Jim Smith from Delmarva Power.

John noted Bonnie attended the budget meeting to request funding to complete the Teen room at the Library in the amount of \$5,906.27. There is opportunity to expense this project which would be from the savings account rather than from the operational budget. Bonnie provided to the Council a copy of the their budget, financials and a cost estimate with a request in the amount of \$5,906.27. This will not be a reoccurring expense.

Greg noted the reason we didn't consider was we didn't have it in the budget to fund the project.

Kyle noted if the town could afford.

John noted we estimated a surplus. If we wait until July 1st,we will know more what the surplus amount will be and then we could fund the project pending on the surplus amount.

John made a motion to adopt the proposed 2024-2025 Budget for the Town of Frankford seconded by Jimmy.

Motion was unanimous

John noted is the carry over amount is not spent

John made a motion if the carry over amount is not spent and is not spent in last year budget that we anticipated from last year and we are above that figure we could fund the library request and seconded by Kyle.

Motion was unanimous

VINES CREEK CROSSING STREET NAMES:

Greg noted the names were given to the Planning and Zoning commission.
John noted the Planning and zoning recommended their approval for the street names to the Town council.
John read the street names for Vines Creek Crossing.
John made the motion to approve the Vines Creek Crossing street names and seconded by Kyle
Motion was unanimous

TOWN MANAGER JOB DESCRIPTION:

Sheldon created a Town Manager Job Description and forwarded to Town Council for approval.

Pam made the motion to accept the Town Manager Job Description and was seconded by Kyle
Motion was unanimous

COMMITTEE REPORTS:

CHARTER AND ORDINANCE COMMITTEE:

John noted the next meeting will be June 12, 2024 at 7:00pm

TOWN PARK COMMITTEE: No Report

Sheldon noted we had submitted the pre-application to ORPT and the final application will be due in September. We have assistance from University of Delaware with the final application. We will need to get some written quotes

FIRE HAZARD COMMITTEE: No Report

MAINTENANCE BUILDING COMMITTEE:

Greg noted the Pole Building company is working with a contractor on the required apron for Deldot. We are still waiting on the final permit from Deldot.

ENVISION OF FRANKFORD:

Pam noted the next meeting is Thursday June 6, 2024.
Bonnie noted the first movie will be June 14, 2024 at dusk and the movie is WISH.
This is the same night for the Summer Reading Kickoff Program

PUBLIC COMMENT:

Mr Mumford noted the hedges at the church would need to be cut back when they repair the sidewalk.

Sheldon noted GMB hasn't said if that will need to be completed.

Sheldon noted he will contact Mr Lyons at GMB.

ADJOURN:

John made the motion to adjourn the meeting and seconded by Pam at 7:48pm

Motion was unanimous

RESPECTFULLY

**CHERYL A LYNCH
TOWN CLERK**

TOWN OF FRANKFORD

TOWN CLERK

MINUTES

JUNE 3, 2024

REVIEWED EMAILS AND VOICE MAILS

POST OFFICE

BANK DEPOSITS

WEEKLY PAYROLL

RECONCILED BANK STATEMENTS

CUSTOMERS

WORKED ON DELINQUENCIES

PREPARED AND ATTENDED THE BUDGET WORKSHOP ON MAY 1ST AND 15TH

ONE BUILDING PERMIT FOR NEW CONSTRUCTION

PREPARED AND SETUP FOR PLANNING AND ZONING MEETING ON MAY 2, 2024

AND ATTENDED THE PLANNING AND ZONING MEETING

SETUP AND ATTENDED THE PUBLIC HEARING AND COUNCIL MEETING ON MAY 6, 2024

PREPARED PUBLIC HEARING AND TOWN COUNCIL MINUTES FOR APPROVAL ON

JUNE 3, 2024

CONTACTED RESIDENTS WHO NEEDED TO GET THEIR GRASS CUT

CLEANED TOWN HALL

PREPARED AND SETUP FOR PLANNING AND ZONING MEETING ON MAY 22, 2024

POSTED APPROVED PLANNING AND ZONING MINUTES ON WEBSITE

PREPARED AND POSTED TOWN COUNCIL MEETING JUNE 3, 2024 ON THE

WEBSITE, BOARD AND DOOR

PREPARED LIST OF DOUBTFUL WATER CUSTOMERS FOR COUNCIL

SETUP FOR TOWN COUNCIL MEETING JUNE 3, 2024

MAINTENANCE REPORT

JUNE 3, 2024

CLEANED PARK BATHROOMS

PULLED WEEDS AT TOWN HALL

PICKED UP TRASH AROUND TOWN

PARK BATHROOM SCRAPED, SAND AND PRIMED BATHROOM FLOORS AND PAINTED FLOORS

WEED WHACKED SIDEWALKS ON HONOLULU ROAD TO JOHN M CLAYTON

INSTALLED TUNE UP KIT ON HAND BLOWER

TOOK ONE WEED EATER TO BAKERS FOR SERVICE

PICKED UP TRASH ON REED STREET DITCH AND WEED WHACKED THE DITCH

CUT BUSHED AT TOWN HALL

CUT GRASS AT TOWN HALL, OLD TOWN HALL, PINE STREET DITCH AND LOT ON MILL STREET

CLEANED STORM DRAINS

Report to Town Council

- No reported thefts/ burglaries/ robberies/ sexual related offenses reported.
- Traffic Enforcement (Arrest) remained the same this month
- General calls for service were relatively the same 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.
- We made an arrest on one of the subjects driving ATV's in the roadway.
- We're still a officer down due to a non workplace injury for at least another month
- I escorted the 3rd grade students from John M Clayton elementary school to the library/town hall/fire department for their annual field trip.
- 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.