

TOWN OF FRANKFORD

MINUTES

JULY 1, 2024

TOWN COUNCIL:	Greg Welch	President
	Pamela Davis	Vice President
	John Wright	Secretary/Treasurer
	James Sample	Councilman
	Kyle Quillen	Councilman
TOWN EMPLOYEES:	Cheryl Lynch	Town Clerk
	Sheldon Hudson	Town Manager Consultant
	Thomas Rozell	Maintenance
	Kevin Smith	Chief of Police
OTHERS:	Valerie Dugdale	Priscilla Schoolfield
	Henry Mumford	Ronald Hall
	Bill Manzke	Steven Manzke
	Ed Ferencie	Kerin Magill
	Bonnie Elliott	Lucinda Spence

MEETING CALLED TO ORDER:

Greg called the meeting to order at 7:00pm

APPROVAL OF AGENDA WITH OR WITHOUT AMENDMENTS:

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

MINUTES: June 3, 2024- Town Council Minutes

Pam made the motion to approve the June 3, 2024, Town Council Minutes and seconded by Jimmy
Motion was unanimous

COUNCIL, STAFF AND CONSULTANT REPORTS:

COUNCIL TREASURER:

John read the account balances as of June 28, 2024

General Fund:	\$50,000.00
ICS Sweep Account:	\$913,170.32
Transfer Tax Account:	\$276,766.17
Municipal Street Aid:	\$1,180.21
WSFS Investment Account:	\$2,963,202.96

John noted he and Greg met with the WSFS investment representative. We are almost back to the base we started with in the beginning of the investment. We will be transferring some of the funds into Certificate of Deposits to receive a better rate. WSFS also offered the Town a Money Market Account up to \$250,000.00 at the rate of 4.50%. We will be transferring those funds from the ICS Sweep Account to WSFS. We would need to forward the July 1st approved minutes to WSFS. We have had trouble finding a company to get a credit card for the town instead of using a debit card. We would be able to open a credit card with WSFS if we open an account with WSFS.

POLICE CHIEF: No Report

TOWN CLERK: See Report

MAINTENANCE WORKER: See Report

TOWN MANAGEMENT CONSULTANT:

ORPT Grant-Park Grant-Grant committee met and determined our proposed projects meet the eligibility requirement for potential funding. Cheryl and I will need to complete the application which is due by September 16 2024. The cap for the grant is \$125,000.00 with a local match. The final grant decisions will be made this fall.

The Bill to address technical issue relate to transfer tax in Town charter-HB414- has been passed by The House & Senate (just needs governor's signature).

Rich Collins gave me an update on the Community Reinvestment Fund (Formerly Bond Bill) funding we had for Maintenance Vehicle, Police Vehicle, Town Hall Roof, Town Hall Carpet and windows.

The update on the Dupont Blvd (US113) & Daisey Street streetlight project still working with Delmarva Power to receive an answer.

Working with Engineer for development of Vines Creek Crossing project to get an initial draft of a Development agreement.

Contacted Kyle Gulbranson at AECOM for a status update on the plan review and they would be finished later in the week.

Comprehensive Plan Annual Report: This report was reviewed by the Planning Zoning Commission and Town Council. The council President will need to sign the report.

I contacted Rich Collins for an update on the funding for Antioch Church sidewalk project Council is aware but I wanted to let the public be aware that Chesapeake Utilities may be in a position to provide natural gas to certain town residents in the coming years subject to reaching an agreement with the Town.

During May meeting, concern was expressed by a member of the public regarding vegetation along Delaware Avenue. The issue has been addressed thanks to Tom our maintenance employee.

Also I want to thank Tom for taking down the Frankford Elementary School signs. IRSD has indicated they are ordering new signs that will say G.W. Carver on them.

I want to thank Tom for power washing Town Hall fence almost looks brand new.

OLD BUSINESS:

FINANCIAL STATEMENTS:

Sheldon noted the audited draft of the Financial statement is in order.

Sheldon noted we need a motion to accept the audited Financial Statement.

John made the motion to accept the audited financial Statement for 2023 and seconded by Kyle.

Motion was unanimous

WRITING OFF DOUBTFUL WATER ACCOUNT BALANCES:

Sheldon noted Pam said at the last Council meeting to wait until the July 2024 Council meeting to approve the write off of the water list.

John noted he shared account firm the percentage of the water we would need to adjust the percentage.

Greg noted the Council discussed in the past to turn these accounts over to a collection agency.

Sheldon noted we can still collect on this delinquent water accounts. We just need to clear the books.

Sheldon noted Council could have two votes one to no longer collect on the old water debts or continue to collect on the delinquent water accounts.

John noted to clear this from the books there is a formula they use for a percentage of the old debt.

Sheldon noted from the Audit on page 14 of the Audit Financial Statement the Town determined one hundred percent of the \$25,610.00 of the water receivables and seventy-five percent of the \$44,683.00 and trash receivables to be collectable on the financial statement.

Sheldon noted that he and Cheryl will contact a couple of collection agencies and find out what are their specs to collect.

Greg noted people on the list that are deceased we should write off as uncollectible.

SIDEWALKS:

Greg noted GMB will be making an assessment of the town sidewalks. They will prioritize the worst areas first.

Sheldon noted an update on the sidewalks in front of Antioch Church. He had talked with Rich Collins and there is still funding available for this project but doesn't know the amount.

John noted there are three options for sidewalks repair and that is the owners pay for their repair in front of their home, the town pays for the project or we get a grant for the project.

Ed noted could spread out the project cost over a period of time.

Sheldon noted talked to SCAT about funding for sidewalks.

Ed noted some of the streets are state maintained roads.

TOWN OWNED PROPERTIES-SUSSEX COUNTY TAX MAP AND PARCEL NUMBERS 433-61.5-4.00, 433-6.19-8.00 AND 433-11.07-4.00:

Greg noted to Sheldon would he meet with Real Estate Agent Kae Quillen and discuss the lots.

Greg noted to sheldon he should be able to sign the Real Estate contract and noted he would need Council's approval to sign the Realtor Contract.

John made the motion that the Town Manager Consultant can handle listing the Town properties at 433-6.15-4.00, 433-6.19-8.00 and 433-11.07-4.00 and seconded by Jimmy.

Motion was unanimous

NEW BUSINESS:

REQUEST TO STATE OF DELAWARE TO AMEND FUTURE LAND USE MAP:

Greg noted we held a Planning and Zoning meeting to discuss the Future Land Use Map that is in the Comprehensive Plan.

Greg noted there are several incorrect designation on certain parcels.

STAFF REPORTING STRUCTURE:

Greg noted it is time for the employee evaluations. The Council would like Town Manager Consultant to handle the employees.

Sheldon noted he will handle the employee task such as the annual evaluations.

Sheldon noted he would need the Council to send him information on each employee since he hasn't been here for a full year.

Kyle made the motion for the Town Manager Consultant be responsible for staff reporting and seconded by Jimmy

Motion was unanimous

TRANSFER PORTION OF REALTY TRANSFER TAX MONIES TO GENERAL FUND:

John made a motion to transfer from the Transfer Tax Account to the General Fund amount cost of cost associated with the police department minus the grant funding and

Seconded by Kyle

Motion was unanimous

TOWN PARTICIPATION IN THE STATE OF DELAWARE COUNTY AND MUNICIPAL POLICE/FIREFIGHTER PENSION PLAN:

Greg noted we have had issues not being able to hire a new officer since we don't offer the State Municipal Police and Firefighter Pension Plan.

Sheldon noted the employee would contribute seven percent and the Town would contribute fifteen percent from their wages. The Town percentage can change from year to year.

John noted currently we contribute five percent to the current SEP IRA Plan.

Greg read the Resolution 2024-0002 to enter into an agreement with the State of Delaware Board of Pension.

Sheldon noted Chief Kevin Smith is being excluded due to his request from the State Of Delaware Pension. There is only a one time one person exclusion. This plan does not cover the Fire Chief it is only a name.

This is to hire a full time police officer.

John made a motion to adopt the Resolution 2024-0002 and seconded by Kyle.

Motion was unanimous

Sheldon noted the Resolution 2024-0002 has to be approved by the State.

ENTRANCE TO PARK MAINTENANCE BUILDING:

Greg noted received a proposal for the entrance to the maintenance building.

The Town engineer gave a proposal in the amount of \$7,500.00 and the second proposal was in the amount of \$32,000.00. We are trying to find out what is the difference.

COMMITTEE REPORTS:

CHARTER AND ORDINANCE COMMITTEE:

Greg noted the committee met on June 12, 2024, and we discussed the sidewalks.

John noted we are close in completing the General Code for the town.

The next meeting will be Wednesday June 17, 2024 at 6:00pm

Sheldon asked for the committee to send to him any agenda items.

TOWN PARK:

NO REPORT

FIRE HAZZARD COMMITTEE:

NO REPORT

MAINTENANCE BUILDING COMMITTEE:

WORKING ON THE ENTRANCE COST TO THE BUILDING

ENVISION OF FRANKFORD:

Ed noted they had their movie in the park and they will be doing more promoting of the movie in the park.

Greg noted we previously discussed the allocation to the Library.

John noted need to review the allocation to Library.

ADJOURN TO EXECUTIVE SESSION:

Kyle made the motion we move into Executive Session at 7:57pm and seconded by Jimmy.

Motion was unanimous

RECONVENE FROM EXECUTIVE SESSION TO REGULAR SESSION

Pam made the motion to reconvene from the Executive Session at 8:52pm and seconded by John

Motion was unanimous

Greg noted need a motion to move forward with the Chesapeake Utilities contract.

Kyle made the motion to move forward with the Chesapeake Utilities contract which was amended by the Town Manager Consultant and seconded by Jimmy.

Motion was unanimous

ADJOURN:

John made the motion to adjourn the regular session at 8:51pm and seconded by Pam

Motion was unanimous

RESPECTFULLY

**CHERYL A LYNCH
TOWN CLERK**

**TOWN CLERK
MONTHLY REPORT
JUNE 2024**

**REVIEWED EMAILS AND VOICE MAILS
POST OFFICE
BANK DEPOSITS
RECONCILED MAY BANK STATEMENTS
PREPARED PLANNING AND ZONING MAY 22, 2024 MINUTES FOR APPROVAL
PREPARED AND SETUP FOR PLANNING AND ZONING MEETING JUNE 26,2024
PREPARED AND POSTED JULY'S AGENDA ON WEBSITE, BOARD AND DOOR
PREPARED AND SETUP FOR JULY'S TOWN COUNCIL MEETING
PREAPRED JULY'S TRASH/RECYCLE INVOICES
PREPARING PROPERTY TAXES FOR JULY 2024
WORKED ON COMPREHENSIVE PLAN WITH SHELDON FOR THE P/Z MEETING
WORKED ON DELINQUENCIES
ZOOM MEETING WITH TOWN AUDITORS
WEEKLY PAYROLL
WE HAD FIVE PARK RENTALS FOR JUNE 2024
WE HAD TWO BUILDING PERMITS
PREPARED WEEKLY ACCOUNTS PAYABLE**

MAINTENANCE REPORT

JULY 2024

**TRIIMED BRANCHES OFF TREES ON THE HIGHWAY
WEEDED SIDEWALKS**

WEED SIDEWALKS ON MAIN STREET

CLEANED PARK BATHROOMS AND PICKUP ED TRASH DAIL;Y

CUT BACK BRUSH AT MILL STREET AND DELAWARE AVENUE

PLANNTED FLOWERS AT THE PARK AND THE PLANTERS

CUT GRASS AT MILL STREET LOT

PUT OUT WEEKLY TRASH AT THE PARK

PLANTED SHRUBS AT THE SIGN ON THE HIGHWAY

PLACED BURNED OUT LIGHT BULBS AT THE PARK

PRESSURE WASHED SIDEWALKS AND FENCE AT TOWN HALL

PURCHASED A NEW WEED TRIMMER TO REPLACE THE ONE THAT QUIT WORKING