

TOWN COUNCIL

MINUTES

SEPTEMBER 4, 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	Ronald Hall
	Kerin Magill	Steven Manske
	Ed Ferencie	Michelle Valentine
	Bonnie Elliott	Wesley Hayes
	Jessica Bowman	Priscilla Schoolfield
	Tony Morgan	

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 seconded by Pam
Motion was unanimous

MINUTES:

August 5, 2024- Town Council Meeting

August 5, 2024- Executive Session

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

Motion was unanimous

COUNCIL, STAFF AND CONSULTANT REPORTS:

Council Treasurer: John read the account balances

General Fund:	\$50,000.00
ICS SWEEP ACCOUNT:	\$931,437.80
TRANSFER TAX ACCOUNT:	\$279,060.38
MUNICIPAL STREE AID:	\$2,066.89
WSFS INVESTMENT ACCOUNT:	\$3,058,378.38

John talked with WSFS to open a money market in the amount of \$200,000.00 with an interest rate of 4.50%.

John noted need a motion to move forward with this account.

Kyle made the motion to move funding in the amount of \$200,000.00 to open a money market With an interest rate of 4.50% and seconded by Jimmy
Motion was unanimous

The next WSFS meeting will be September 26, 2024 at 6:00pm.

TRANSFER PORTION OF REALTY TRANSFER TAX MONIES TO GENERAL FUND:

John noted will have a transfer figure from transfer tax account to General Fund by the next Council meeting.

WRITING OFF DOUBTFUL WATER ACCOUNT BALANCES:

John noted the percentage would be 100% of the water accounts and 75% of the trash accounts. but would continue collecting these debts.

POLICE CHIEF: SEE REPORT

TOWN CLERK: SEE REPORT

MAINTENANCE WORKER: SEE REPORT

Tom noted the dodge has a power steering issue and we should get an estimate to repair. also the tags have expired on this vehicle.

TOWN MANAGEMENT CONSULTANT:

The Vines Creek Crossing site plans are still under review by the town engineering firm AECOM.

Sheldon noted received the GW Carver School signs and Tom installed the signs.

Sheldon noted had a conference call with Chesapeake Utilities on September 3, 2024, for the Franchise agreement renewal. There are some updated language. Will update at the next council meeting.

Sheldon noted the HB414 for the update on the Charter which was passed in June waiting on the Governor to sign.

Greg noted try taking the truck through inspection before getting it repaired.

Greg noted we need to look at a used truck for the maintenance department.

Sheldon noted wanted to thank Tom for taking care of the dead- end fence on Walnut.

Sheldon noted received a letter stating the update on the Route 113 project.

OLD BUSINESS:

SIDEWALKS:

Greg noted received agreement from Deldot for the sidewalk project Antioch Church. GMB reviewed and construction starts September 16, 2024, through September 30, 2024.

Sheldon noted the town wide sidewalk assessment with GMB, he had spoke with Andrew Lyons and they have completed their field work. The next step is entering the data and prioritizing. Andrew Lyons noted will contact the town to schedule a meeting to review the town wide sidewalk project.

Valerie noted are we going to have someone take care of the grass in the sidewalks?
Greg noted the weeds in the sidewalk should be handled by the property owner.

Valerie noted we should draft a letter to the property owner.

Greg noted we should notify the property owners.

Greg noted Tom was cleaning the sidewalks with the weed eater but he has tinnuitus of the elbow.

Valerie the property owner should know they have a certain amount of time to clean their sidewalk or receive a penalty.

Greg noted we don't have any penalty for the sidewalk.

Greg asked Cheryl how could we notify the property owners.

Cheryl noted the next Trash/Recycle invoices would go out by October 1st, but we need this letter to be mailed sooner than October 1st. I will do a mass mailing to the property owners.

TOWN OWNED PROPERTIES- SUSSEX COUNTY TAX MAP AND PARCEL NUMBERS

433-6.15-4.00, 433-61.9-8.00 AND 433-11.07-4.00

Sheldon noted the realtor sent to him on the change of how commissions are handled.

The realtor noted they had to change the realtor commission template and she will forward the updated disclosures.

Sheldon noted only one of the parcels is buildable and the other two would need a variance.

John noted the variances need to be specific.

Sheldon noted the phrase in zoning law is exceptional practical difficulty. If the owner has an exceptional practical difficulty to improve the land then otherwise is to be denied.

ENTRANCE TO PARK MAINTENANCE BUILDING:

Greg noted he has been dealing with Deldot. Deldot hasn't approved the entrance. The hold up is the construction start date.

NEW BUSINESS:

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

Greg noted the Planning and zoning met to discuss the Future Land Use Map. There are some parcels showing commercial but are currently zoned residential. The zoning map and the future Land Use Map should be coordinate with each other.

Greg noted met with Kyle Gulbranson from AECOM and the Planning and Zoning board. Greg noted the town will need to update their Comprehensive Land Use report in 2025 And we should update the maps at that time. We should spend the time updating Land Development Ordinance 29 and the permitted use chart.

John noted the Planning and Zoning will meet on October 2, 2024, at 6:00pm.

OUTDOOR RECREATION, PARKS AND TRAILS (ORPT), PROGRAM GRANT LOCAL MATCH AMOUNT:

Sheldon max could be awarded is up to \$125,000.00. The Council will need to make a motion on the dollar match for the grant up to the \$125,000.00.

Sheldon read the playground request list, remove the old playground equipment with new equipment for the younger and older children, mulch, ADA improvements to the bathroom facilities, picnic tables, fencing, charcoal grills and the walkway repaired.

Greg noted we received proposals, but we didn't do the RFP process.

John made the motion to set the max match amount for the Outdoor Recreation Park and Trail grant in the amount of \$125,000.00 and seconded by Jimmy.
Motion was unanimous

POSSIBLE NUISANCE PROPERTY:

Greg noted Mr Ferencie complained at the last council meeting about their neighbors pool that is loaded with frogs and mosquito larvae.

Sheldon noted DNREC did come to the home and evaluated the areas of problem.

Sheldon read the report from DNREC dated August 12, 2024. Spoke with resident and made them aware that anything holding water may breed mosquitoes and to dump out at least once a week. Pool was not breeding it was loaded with frogs. Property cluttered up with multiple containers for breeding possible, also roof of house had several tires holding down tarps and if the rims were not in them they will breed mosquitoes. The test for larvae came up negative.

Michelle noted what did they test the pool. I didn't see them go to the pool.

Greg noted we could create an ordinance for mosquitoes, abandoned pools etc. We should look into a Part time Enforcement Officer.

Greg said we should review the County Housing Code and see if any of the above issues are in the code.

John noted we should add the resident on 37 Frankford Avenue to the Block Grant for Delaware Housing Authority.

Tony Morgan noted the county code for grass height is twelve inches. He contacts the Constable and they come out and complete an assessment.

Greg noted we could contract with County for Sussex County Code.

Sheldon noted he would contact the county to see if we can contract with the county.

Greg noted to Tony Morgan the complaint on 26 Clayton Avenue with the wood chopping and selling.

Jason who lives next door to 26 Clayton Avenue and noted he has a lumber yard next to his property.

Jason noted it is attracting mice and etc.

Greg noted the parcel is zoned for a residential property.

Greg noted to Tony Morgan could he help the town with this issues.

Tony Morgan noted what would you like me to do?

Greg noted stop cutting and storing the fire on the 26 Clayton Avenue.

Tony noted he is not in the tree business. He bought a lot for his son and they clearing the property.

Tony noted he has been splitting the firewood some for his son and selling the rest of the wood.

Sheldon noted to Tony Morgan how long would this cutting wood continue.

Tony Morgan noted probably two more weeks.

Tony Morgan noted all the wood should be gone by November.

Jessica noted to tony is there any intention of building a home on the property?

Tony Morgan noted eventually there will be home built on this parcel.

Jessica noted how long before you build?

Tony noted it depends on the government with interest rates.

Tony noted he will be building another rental on 26 Clayton Avenue.

Jessica noted would work with Tony to come up with a plan for this situation.

COMMITTEE REPORTS:

CHARTER AND ORDINANCE COMMITTEE:

John noted scheduled a Charter meeting on September 11, 2024, at 6:00pm

John noted the General Code there are several things in the code that needs to be revised.

TOWN PARK COMMITTEE:

Greg noted the committee consists of Jimmy Sample, Bonnie and Skip. We would need to replace Skip.

Sheldon noted the committee could meet once we find out what dollar amount we will receive in November then we can schedule a meeting.

FIRE HAZARD COMMITTEE: No report

MAINTENANCE BUILDING COMMITTEE:

Greg noted we can delete from the agenda this category.

ENVISION OF FRANKFORD:

Michelle noted the last movie in the park was a great turn out.

We won't be having a Fall Festival and we having a Trunk or Treat in the park parking lot on October 12, 2024 from 3:00pm to 5:00pm.

Cheryl will send the Envision of Frankford flyer with the sidewalk letter.

Ed Ferencie noted they decided to have the trunk or treat early due to other organizations having functions during Halloween. We would like participants to be dressed up and decorated to give out candy.

Michelle noted the park will close November 1, 2024, to start decorating the park. Christmas in the park will be November 30, 2024.

PUBLIC COMMENTS:

Michelle noted to Chief Kevin that Ed was out hunting across the highway and the dirt bikes were coming through the field. We know who owns the property.

Kevin noted have the property owner contact troop four.

Wesley noted there is a tree on Delaware Avenue which needs to be cut back.

Wesley wanted to know if anyone knows someone at the Presbyterian Church because their bush at the stop sign needs to be cut.

Bonnie from the Library told him to go on Friday when the thrift store is open and the person in charge will be at the church.

Ron Hall asked could we get speed cameras for the town?

Chief Kevin noted to Mr Ron he doesn't know if it has been approved for speed cameras.

ADJOURN TO EXECUTIVE SESSION:

Kyle made the motion to move into Executive Session at 8:18pm and seconded by Jimmy.

Motion was unanimous

RECONVENE FROM EXECUTIVE SESSION:

Kyle made a motion to reconvene from Executive Session at 9:50pm and seconded by John

Motion was unanimous

ADJOURN:

Kyle made the motion to adjourn the Regular Session at 9:50pm and seconded by
Jimmy
Motion was unanimous

RESPECTFULLY

**CHERYL LYNCH
TOWN CLERK**

MAINTENANCE REPORT

SEPTEMBER 2024

DAILY PARK CLEANING

WEEKLY GRASS CUTTING

ZER TURN MOWER SERVICES AT BAKERS

INSTALLED DEAD END BARRICADE AT WALNIT STREET

NEW TIRES, HEADLIGHT AND WIPERS FOR THE WHITE TRUCK

REINSTALLED STOP SIGN AT MILL STREET

INSTALLED DOG WASTE SIGNS IN TOWN PARKING LOT

CHANGED LIGHT BULBS UPSTAIRS FOR POLICE DEPARTMENT

CLEANED TRASH CANS AT THE PARK

PICKED UP TRASH ON REED STREET

CLEANED STORN DRAINS

WEEKLY PARK TRASH

**INSTALLED GW CARVER SCHOOL SIGNS AND TOOK DOWN THE FRANKFORD
ELEMENTARY**

SIGNS

Report to Town Council

- No burglaries/ robberies /sexual related offenses reported. 1 reported theft.
- Traffic Enforcement (Arrest) was down this month.
- General calls for service were up this month.
- I split up directed patrol between Delaware Ave, Reed St, and Honolulu Rd (Morning Hours) and made several traffic arrest.
- New grant season has begun. Submitted and received the County grant already. Submitted application for Violent Crime grant.
- All vehicle have now been equipped with a trigger devise that will automatically activate BWC's when lights are activated. Obtained throw a grant.
- 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 readings 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.

**TOWN CLERK
MONTHLY REPORT
SEPTEMBER 2024**

REVIEWED EMAILS AND VOICE MAILS

POST OFFICE

BANK DEPOSITS

PAID WEEKLY BILLS

WEEKLY PAYROLL

RECONCILED BANK STATEMENTS

PREPARED AGENDA FOR SEPTEMBER COUNCIL MEETING

POSTED AGENDA ON WEBSITE, DOOR AND BOARD

PREPARED COUNCIL AND EXECUTIVE SESSION MINUTES FOR APPROVAL

SCHEDULED PLANNING AND ZONING MEETING FOR AUGUST 28, 2024

PREPARED AGENDA FOR PLANNING AND ZONING MEETING

SETUP FOR PLANNING AND ZONING MEETING

PREPARED PLANNING AND ZONING MINUTES FOR APPROVAL

COMPLETED A ZOOM TRAINING FOR STATE OF DELAWARE HEALTHCARE

WORKED ON DELINQUENCIES

4 BUILDING PERMITS FOR AUGUST

CLEANED TOWN HALL

MAILED GRASS CUTTING LETTER

SETUP FOR SEPTEMBERS COUNCIL MEETING