

TOWN COUNCIL MEETING

MINUTES

OCTOBER 7, 2024

TOWN COUNCIL:

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

TOWN EMPLOYEES:

Sheldon Hudson	Town Manager
Cheryl Lynch	Town Clerk
Kevin Smith	Chief of Police
Tom Rozell	Maintenance

OTHERS:

Steven Manzke	Priscilla Schoolfield
Kerin Magill	Michelle Valentine
Ed Ferencie	Bonnie Elliott
Cynthia Strouse	

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:
Regular Council Meeting – October 7, 2024
Executive Session- October 7, 2024
John made the motion to approve the council minutes and Executive Session minutes
seconded by Jimmy
Motion was unanimous

COUNCIL, STAFF AND CONSULTANT REPORTS:

Council Treasurer:
John noted the account balances:
General Fund: \$50,000.00
ICS Sweep Account: \$931,002.13
Transfer Tax Account: \$279,200.47
Municipal Street Aid: \$19,535.05
WSFS Investment: \$3,102,193.02

John noted met with WSFS on September 26, 2024, and the town will be transferring funds into a one to two year certificates of deposits with a rate of 3.80% to 4.00%.

John noted Realty Transfer Tax monies transferred to General Fund should be \$50,000.00. Kyle made the motion to transfer from Transfer Tax account to General Fund in the amount of \$50,000.00 and seconded by John
Motion was unanimous

WRITING OFF DOUBTFUL WATER DEBTS:

POLICE CHIEF: SEE REPORT

TOWN CLERK: SEE REPORT

MAINTENANCE: SEE REPORT

TOWN MANAGEMENT CONSULTANT:

Sheldon noted an update on the Route 113 Delmarva Power streetlight project. They are still working on updates to the project.

OLD BUSINESS:

POSSIBLE NUISANCE PROPERTY:

SIDEWALKS:

Greg noted the company will be starting the sidewalks in front of Antioch church within two weeks.

Greg noted GMB is completing their field report and when it is complete they will be holding a meeting with Greg, John and Sheldon.

TOWN OWNED PROPERTIES- SUSSEX COUNTY TAX MAP AND PARCEL NUMBERS

433-6.15-4.00, 433-6.09-8.00, 433-11.07-4.00:

Greg noted one property is buildable and the two are not buildable lots.

ENTRANCE TO PARK MAINTENANCE BUILDING:

Greg noted was able to get the building permit on the entrance project and the start date is October 11, 2024.

NEW BUSINESS:

ANNEXATION AND REZONING REQUEST- CLAYTON:

Greg noted had an issue with the 180 day time frame for the annexations and will be discussing the annexation and zoning change.

IN-KIND CONTRIBUTION REQUEST FROM LIBRARY:

Sheldon read the letter of request from the Library asking if the Town Maintenance Employee would be able to cut the Library's grass next season and snow plow their parking lot.

Bonnie noted the assistance would cut costs at the Library and years ago the Town did cut the lawn at the library.

Michelle asked about snow plowing this season.

Greg noted hoped to get a new truck which can do snow plowing.

Sheldon noted he would be looking into proposals for leasing a vehicle.

Kyle made a motion to take contingent upon town maintenance employee to cut the grass and snow plow and was seconded by John
Motion was unanimous

CHESAPEAKE UTILITIES CONTRACT RENEWAL:

Sheldon explained the Chesapeake Utilities franchise agreement. The franchise fee would be beyond Mountaire.

John made the motion to adopt the Chesapeake Utilities Agreement and was seconded by Kyle.

Motion was unanimous

THIRD PARTY COLLECTION FEE RESOLUTION:

Sheldon explained the town would like to hire a third party collection agency to assist with collecting on delinquent accounts. Also we need to adopt a resolution for the third party collection fee.

Greg read the Resolution 2024-0003

John made the motion to adopt the Third Party Collection Fee Resolution 2024-0003 and seconded by Jimmy

Motion was unanimous

COMMITTEE REPORTS:

CHARTER AND ORDINANCE COMMITTEE:

John noted need to schedule and committee meeting since the last meeting was cancelled.

John noted the next meeting will be October 23, 2024 at 6:00pm.

TOWN PARK COMMITTEE:

Sheldon noted submitted application and also contacted vendors for the fence,walkway, playground equipment and the bathroom upgrade to get proposals in case we needed those figures with the application.

FIRE HAZARD COMMITTEE: NO REPORT

ENVISION OF FRANKFORD:

Michelle noted Trunk or Treat is October 12, 2024 from 3:00pm to 5:00pm at the park.
Ed noted we need more participants.

PUBLIC COMMENT: NO COMMENTS

ADJOURN FROM REGULAR SESSION TO EXECUTIVE SESSION:

Pam made the motion to move from Regular Session to Executive Session at 7:42pm.

RECONVENE FROM EXECUTIVE SESSION:

Kyle made a motion to reconvene from Executive Session to Regular session at 9:11pm seconded by Jimmy
Motion was unanimous

Kyle made a motion to take personnel action for the Police Chief contract and Seconded by Jimmy
Motion was unanimous

Kyle made the motion to take personnel action discussed in Executive Session on the Town Manager position and seconded by Jimmy.
Motion was unanimous

ADJOURN:

Kyle made the motion to adjourn the Regular Session seconded by Jimmy at 9:12pm.

RESPECTFULLY,

**CHERYL A LYNCH
TOWN CLERK**

MAINTENANCE REPORT

OCTOBER 2024

PUT OUT WEEKLY TRASH AT THE PARK

DAILY TRASH PICKUP AROUND TOWN

DAILY CLEANED PARK BATHROOMS

PRIMED AND PAINTED PARKING BLOCKS AT PARK

CALLED IN LIGHT POLES ON MCNEAL DR

ASSISTED WITH BULK MAILING

CALLED IN WATER LEAK AT HONOLULU RD AND SHOCKLEY DR

CLEANED OUT POLE BARN AND TOWN TRUCK

CLEANED GUTTERS ON POLE BARN AND INSTALLED GUTTER GUARDS

ADDED REFLECTIVE TAPE TO WALNUT STREET BARRIER

Report to Town Council

- No burglaries/ robberies /sexual related offenses reported. 1 reported theft.
- Traffic Enforcement (Arrest) increased this month.
- General calls for service were about the same this month.
- I split up directed patrol between Delaware Ave, Reed St, and Honolulu Rd (Morning Hours) and made several traffic arrest.
- We received 3 OHS grants last month. They're for speed enforcement, DUI, and occupant safety/ distracted driving to be worked between October 1st till November 3rd.
- 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 REPORT

OCTOBER 7, 2024

REVIEWED EMAILS AND VOICE MAILS

MAILED SIDEWALK LETTER AND TRUNK OR TREAT LETTER TO ALL RESIDENTS

PAID BILLS

WEEKLY PAYROLL

POSTED APPROVED COUNCIL MINUTES ON WEBSITE

PREPARED AND MAILED TRASH/RECYCLE INVOICES

2 BUILDING PERMITS FOR SEPTEMBER

PREPARED MINUTES AND EXECUTIVE MINUTES FOR COUNCIL APPROVAL

COMPLETED BANK RECONCILIATION

POST OFFICE

BANK DEPOSITS

HOWARD T ENNIS CHILDREN STARTED THEIR WORK PROGRAM HERE AT TOWN HALL ON MONDAYS

WORKED WITH OFFICER LOULOU ON GRANTS

PREPARING FOR FEBRUARY 1, 2025, ELECTION

TWO PARK RENTALS FOR SEPTEMBER

CLEAN TOWN HALL WEEKLY

EMAILED FENCE, PAVING, PLUMBER AND PLAYGROUND EQUIPMENT COMPANIES FOR THEIR UPDATED PROPOSALS FOR THE PARK GRANT

COMPLETED MONTHLY RECORDER OF DEED UPDATES

CLEANED PARK BATHROOMS AND PICKED UP TRASH FOR TOM HE WAS ON VACATION FOR THREE DAYS

PREPARED PLANNING AND ZONING AGENDA FOR THE NEXT MEETING ON OCTOBER 16, 2024 AT 6:30PM

THE INTERNET WAS DOWN FOR TWO DAYS WORKED WITH MEDIACOM AND THANKS TO SHELDON FOR ASSISTING WITH THE ISSUE.

WORKED ON AGENDA FOR OCTOBER'S MEETING