**TOWN COUNCIL MEETING**

**MINUTES**

**DECEMBER 2, 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

 Kevin Smith Chief of Police

 Cheryl Lynch Town Clerk

 Paige Mitchell Town Clerk Trainee

 Thomas Rozell Maintenance

**OTHERS:** Steven Manzke Priscilla Schoolfield

 Bonnie Elliott Guillermo Montalvo

 Joe Douglas Kerin Magill

 Lucinda Spence

**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 John.

Motion was unanimous

**MINUTES:**Pam made the motion to approve November 4, 2024 town council minutes, first executive session and second executive session and seconded by Kyle.

Motion Was unanimous.

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**PUBLIC HEARING:**

Guillermo is from the State of Delaware Community Development Block Grant Program.

He explained the program is for low to moderate income. The property must be owner occupied, low to moderate income and insured. A primary residence with $5,000.00 in repairs or below no lean, $15,000.00 has a five-year 0% pro-rated pay back lean, $15,000.00 up to $40,000.00 is a ten-year 0 interest payback, demolition home requires a full lean. This is so a person can’t sell their home and profit. We can assist households with emergency funding for no water, broken pipes, no heat, severe roof leaks, and assist with handicap ramps, accessibility, and all energy upgrades. The County and Town property taxes must be paid in full. The Town of Frankford currently has fifteen residences on the list. The funding is allocated to Kent and Sussex Counties. The state will be awarded about $2,000,000.00. A two-person household can earn up to $62,550.00 per year. In the last five years the Town of Frankford has received $240,000.00. The program has assisted 11 households, we are currently helping 2 homes with projects at this time. If the town has anyone interested in the program they can contact (302)855-7777. Also, the town must keep at least four residences on the list up to six to receive funding. We will be leaving the document packet for signatures to apply for next year’s funding.

**COUNCIL AND STAFF REPORTS:**

Council Treasurer: John noted the account balances

General Fund: $50,000.00

ICS Sweep Account: $734,630.99

Transfer Tax Account: $242,056.55

Municipal Street Aid: $15,913.06

WSFS Investment: $3,100,363.49

WSFS Certificate of Deposit: $200,645.72

**REQUEST FOR PROPOSALS- TOWN HALL IMPROVEMENTS:**

Sheldon noted the bond bill was awarded in the amount of $65,000.00 for $50,000.00 to replace the roof, and $15,000.00 to replace the carpet and windows in town hall. I will be preparing the request for proposal for the roofing.

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**FINANCIAL POLICY REVISIONS:**

Sheldon noted financial policy amendments are at a weekly interval, all checks, debits, ACH payments shall be approved by the Town Manager and then by two members of Town Council. Once the Town Manager and council members review and acknowledge those expenses, they should place their initials on the quick book’s transaction list by vendor and that list be recorded.

Sheldon noted a new subsection 25 (a) (i) (2) for a third-party collection agency.

Kyle made the motion to approve the financial policy amendments. 13 (o), and 25 (a) (i) (2)

Seconded by Jimmy.

Motion was unanimous.

**POLICE CHIEF: SEE REPORT**

**MAINTENANCE: SEE REPORT**

**TOWN CLERK: SEE REPORT**

Greg noted last year when Brewington electric took down our Christmas lights they advised us we needed major repairs for the Christmas light hook-ups and they gave the town an estimate of $20,000.00.

**TOWN MANAGER: SEE REPORT**

Sheldon introduced Paige Mitchell as the new town clerk trainee.

Sheldon noted thanks to Greg, Tom, and Brewington Electric for putting up the Christmas lights.

Sheldon noted Christmas in the park was this past Saturday and the decorations look very nice.

Sheldon noted the town was awarded $65,000.00 in community reinvestment fund monies for town hall improvements (roof, carpet, and windows)

Cheryl and I have begun working on the RFPS.

Waiting to hear this month to find out if we were awarded funding and how much for the park grant.

The Delmarva power streetlights for 113 & daisy street have been ordered.

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**OLD BUSINESS:**

**ENTRANCE TO FUTURE PARK MAINTANCE BUILDING PROPERTY:**

Greg noted the entrance to the building is complete, they should be starting the building by mid-December. I talked with the project manager, and he wanted to install the driveway and building pad before construction.

Greg noted the new maintenance building will not be completed when we take down the Christmas decorations in the park so we will put those decorations in our maintenance building behind town hall.

**SIDEWALKS:**

Sheldon noted he and Greg met with Andrew at GMB. We discussed the sidewalk assessment cost.

The rough cost to repair the sidewalks is 1.3 million dollars. This would include putting sidewalks on each side of the town owned streets. And this cost would be 8.1 million dollars.

**2025 TOWN ELECTION:**

Cheryl noted the election is February 1st, 2025, from 1pm to 4pm. You have up until January 10th 2025 to file for candidacy and register to vote by 4:30pm.

**TOWN BRANDING:**

Sheldon noted he introduced the town’s new logo to the council and public the towns new logo. And it means “where the beach and country meet” We will order business cards, shirts, leader heads, and envelopes

**NEW BUSINESS:**

**RESOLUTION TO ADOPT SUSSEX COUNTY HAZARD MITIGATION PLAN:**

Sheldon noted the town has not adopted a hazard mitigation plan.

Sheldon noted that he created resolution 2024-0007 to adopt the hazard mitigation plan and I would need council to make a motion to approve the resolution.

Greg read the resolution 2024-0007.

John made the motion to approve resolution 2024-0007 Hazard Mitigation plan and seconded by Kyle.

Motion was unanimous.

**COMMITTEE REPORTS:**

**CHARTER AND ORDIANCE COMMITTEE: NO REPORT**

**TOWN PARK COMMITTEE: NO REPORT**

**FIRE HAZARD COMMITTEE: NO REPORT**

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**ENVISION OF FRANKFORD:**

John noted the Christmas tree lighting was on November 30th, 2024, and will be open every Wednesday from 6-8pm until Christmas.

**PUBLIC COMMENT: NO COMMENTS**

**ADJOURNED TO EXECUTIVE SESSION:**

John made the motion to adjourn to executive session and seconded by Pam at 7:46pm.

Motion was unanimous.

**RECONVENE TO REGULAR SESSION:**

John made a motion to reconvene from executive session to regular session and seconded by Kyle at 8:17pm.

John made the motion to approve Christmas bonuses for the employees and was seconded by Jimmy.

Motion was unanimous.

Greg noted will send to town attorney memorandum of understanding.

**ADJOURNED:**

Pam made the motion to adjourn the regular session and seconded by Kyle at 8:19pm.

**RESPECTFULLY**

**PAIGE MITCHELL**

**TOWN CLERK TRAINEE**