**TOWN COUNCIL MEETING**

**MINUTES**

**JANUARY 21, 2025**

**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

Tom Rozell Maintenance

**OTHERS:** Steven Manzke Bobby Horsey

James Secller Priscilla Schoolfield

Ed Ferencie Michelle Valentine

Emily Mais Zach Allen

Kyle Gulbronson Bonnie Elliott

Kerin Magill

**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 John

Motion was unanimous

**MINUTES:**

Special Council Minutes- November 25, 2024

Town council Minutes- December 2, 2024

Executive Session: December 2, 2024

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

Motion was unanimous

**PAGE 2**

**COUNCIL AND STAFF REPORTS:**

**COUNCIL TREASURER:**

John noted the account balances:

General Fund $50,000.00

ICS Sweep Account: $591,677.47

Municipal Street Aid: $13,830.19

Transfer Tax Account: $242,096.24

WSFS investment: $3,094,252.41

WSFS Certificate: $201,315.15

**CHRISTMAS BONUSES:**

Greg noted the part time employees Christmas Bonus amount/

Sheldon noted on the Christmas bonuses in 2023 the Town gave $100.00

To the part time employees and the Council had decided on to $50.00 for 2024

but Sheldon kept the amount the same in the amount of $100.00 for each part time

employee.

Kyle made a motion to change the part time Christmas Bonus in the amount of $50.00 to $100.00

For each part time employee and was seconded by Pam

Motion was unanimous

**NEW CONFERENCE ROOM TABLE:**

Sheldon noted the conference room table was broken but Tom was able to repair the table.

We won’t need to discuss purchasing a new conference room table.

**MAINTENANCE VEHICLE- POSSIBLE REPLACEMENT:**

Greg noted the town needs one good vehicle.

Sheldon noted we looked into a grant with Delaware rural Water but we were unable to get

the grant due to the income threshold of the Town.

We have spent almost $5,000.00 between the two vehicles in the last 12 months

Sheldon noted do we need a three quarter ton or less.

Sheldon noted he and John discussed to contract out snow plowing.

Greg noted needed to repair the water pump on the Dodge truck which the cost would be $350.00

Sheldon noted received one quote for a new truck was around $68,000.00.

Sheldon noted if the Council would like to give a ceiling for a new vehicle we can work backwards from that and come back to Council.

Kyle noted do we have an option for fleet services, which would be a leased vehicle.

Sheldon noted he would research the fleet options.

John noted leased options are only good for people that file taxes and we don’t file taxes.

**PAGE 3**

Pam noted the town hasn’t had a new truck since she has been on Council.

Pam noted buy a truck and add items to the truck as we need them.

Greg noted do we want to hire a company to do the snow plowing?

Pam noted finish out this year and add the snow plowing figure to the budget for next year.

Kyle noted we need to know what we need on the truck and then search for a price on a

new or a used truck.

John noted we need to get prices on new or used trucks.

Sheldon noted the specs don’t need to include a snow plow but we could

use the salt spreader.

SNOWBLOWER:

Greg noted the town invested in a snow blower.

Sheldon noted we need a motion to purchase this snow blower since this was purchased

under emergency funding.

Sheldon noted the purchase price is $1,099.99.

Kyle made a motion to purchase a snow blower from Baker’s Hardware in the amount

of 1,099.99 and seconded by Jimmy

Motion was unanimously approved

**POLICE CHIEF: SEE REPORT**

Chief Kevin noted a bill signed by Governor Carney last year all departments are to join a

Police accountability committee. I have us signed up on the committee, this is the Southeast

Committee. If anyone from the town is interested being on the committee, let me know.

They meet four times a year. This is a $2,000.00 per year fee. This is a state law. They should

Meet in Ocean View. This is to discuss oversight on Police Officers and that the police are not

abusing their role.

**MAINTENANCE WORKER: SEE REPORT**

Kyle made a motion to get the water pump repaired on the Dodge and seconded by

John

Motion was unanimous

**TOWN CLERK: SEE REPORT**

Greg noted the Town will be holding an Election on February 1, 2025 from 1:00pm to 4:00pm

The three candidates are Greg Welch,John Wright and Ed Ferencie

**PAGE 4**

**TOWN MANAGER: SEE REPORT**

Sheldon noted the Town has joined the Bethany-Fenwick Chamber and Emily Mais joined the

Council meeting and noted her role with the Chamber. We also work with Envision of Frankford.

Sheldon noted the town was awarded the ORPT grant in the amount $117,125.00 for park improvements.

Sheldon noted the park committee will need to meet in the future.

Greg noted in the beginning we were going to use $120,000.00 of the town’s own funds.

Sheldon noted we thought about remote locks at the park for the gates and bathrooms. But we would need to see if we can add this to the scope of work.

Sheldon noted the Route 113 streetlight improvements has started.

Sheldon noted the Town was awarded $65,000.00 in bond bill money for roofing and

carpet. We are going to start with the roofing first.

Sheldon noted the town has a new logo and now we want to order shirts for council and Town employees. Each person will need to pick a color and size.

**OLD BUSINESS:**

**NEW MAINTENANCE BUILDING**:

Greg noted the maintenance building is under construction.

**NEW BUSINESS:**

**ANNEXATION AGREEMENT AMENDMENT- TAX MAP AND PARCEL NUMBER 533-1.00-38.00,**

**533-4.00-28.00 AND 533-4.00-28.01**

Sheldon noted he had worked with Attorney David Hutt and The Town Attorney Scott Chambers and

we had to tweak the language in the agreement. The developer will be responsible for all inspection related costs assessed by the town we are third party for streets and roadways.

Sheldon noted the change in the amendment is page 3-1B. The developer is aware

John made the motion to approve the amendment to the annexation agreement between

The Town of Frankford and the Cress Farm and seconded by Kyle

Motion was unanimous

**PAGE 5**

**VINES CREEK CROSSING RESIDENTIAL PLANNED COMMUNITY-PROPOSED FINAL PLANS-**

**DECEMBER 23, 2024, VERSION:**

Sheldon noted proposed final plans for Vines Creek Crossing. Kyle Gulbronson submitted a

Letter indicating the plans were consistent with the Town’s zoning code, land development ordinance and the Comprehensive

Plan. This is the first phase with 110 units.

Sheldon and Kyle made their recommendation to move forward with final plans.

Council motioned for a Roll Call Vote on the Vines Creek Project

John-Yes meets the Planning and Zoning requirements and the addition to Town

Kyle- Yes Welcome the addition to Town and it meets all the requirements

Jimmy-Yes- Addition to the Town

Pam- Yes- Requirements met and addition to the town

Greg- Yes- Requirements met and addition to the town

Bobby noted should be starting in March. Lennar the contractor wants to do a

ribbon cutting and said he would let Sheldon know what day and time.

**SIDEWALK ACCESSIBILITY-POSSIBLE RESOLUTION:**

Sheldon noted planning and zoning discussed we have some sidewalks that are

not ADA compliant.

Sheldon noted he will draft a resolution

John noted town might want to set aside a portion of transfer tax revenue for sidewalks..

**SECTION 5 TOWN CHARTER (ELECTIONS)- POSSIBLE REQUEST TO AMEND**

**Greg noted need to discuss in the February 3, 2025, Council meeting and since the election**

**which is on February 1, 2025.**

**John noted table this discussion until February’s Council meeting**

**COMMITTEE REPORTS:**

**CHARTER AND ORDINANCE COMMITTEE:**

**ZONING CODE- POSSIBLE FUTURE AMENDMENTS RELATED TO PERMITTED AND CONDITIONAL USES:**

**John noted need to schedule a committee meeting.**

**The meeting is scheduled for Wednesday February 5, 2025, at 7:00pm**

**Sheldon committee can discuss the time Cap on Conditional Uses, tweaking the permitted**

**use table**

**John noted the General Code needs to be finalized and then start making necessary**

**changes.**

**PAGE 6**

**TOWN PARK COMMITTEE:**

Sheldon noted once we get closer to finalization the committee can schedule

a meeting.

**FIRE HAZARD COMMITTEE: No Report**

**ENVISION FRANKFORD:**

The next meeting is in February and we will be discussing the next event

which is the Egg Scramble.

**PUBLIC COMMENT:**

Bonnie noted thank you for clearing the snow at the library.

Michelle noted Frankford Avenue was not plowed at all.

The Town hired a company to snow plow town streets.

Sheldon will contact Deldot about snowplowing Frankford Avenue.

Sheldon noted you can go to a website called First Map and there is a link

for the boundaries of the town.

**RECESS TO EXECUTIVE SESSION:**

John made a motion to move into Executive Session at 8:18pm and seconded by

Kyle

Motion was unanimous

**RECONVENE FROM EXECUTIVE SESSION:**

Pam made the motion to reconvene from Executive Session at 9:14pm

and seconded by Kyle.

No Action taken or voting

**ADJOURN:**

**RESPECTFULLY**

**CHERYL A LYNCH**

**TOWN CLERK**