



Town Of Frankford

Monthly Council Meeting Minutes

Date: April 7, 2026

Time: Commenced at 6:00 PM, Adjourned at 8:02 PM

TOWN COUNCIL:

Greg Welch	President
Kyle Quillen	Vice President
John Wright	Secretary- Treasurer
Ed Ferencie	Councilman
Brittney Outten	Councilwoman

TOWN EMPLOYEES:

Sheldon Hudson	Town Manager
Kevin Smith	Police Chief
Heather Bernat	Town Clerk
Tom Rozell	Maintenance

OTHER:

See attached sign-in sheet

Call to Order

MEETING WAS CALLED TO ORDER:

Mr. Welch called the council meeting to order at 6:00 pm

PLEDGE OF ALLEGIANCE

Pledge of Allegiance recited.

APPROVAL OF AGENDA WITH OR WITHOUT AMENDMENTS:

Mr. Wright made the motion to approve the agenda with no amendments.

Mr. Quillen seconded.

Motion carried 5-0

MINUTES:

Special Council Meeting- March 3, 2026-

Regular Council Meeting- March 3, 2026-regular session

Regular Council Meeting- March 3, 2026- Executive Session

Mr. Wright made the motion to approve all Minutes without changes

Mr. Quillen seconded.

Motion carried 5-0

COUNCIL AND STAFF REPORTS:

Council Secretary/Treasurer

Mr. Wright Read the Account Balances

Treasurer reported account balances as of April 6, 2026:

- General Fund: \$50,000.00
- ICS Sweep Accounts: \$157,039.49
- Municipal Street Aid: \$5367.07
- Transfer Tax Account: \$394,635.86
- WSFS Investment Accounts: \$210,454.78
- Orion investment account: \$3,227,556.06
- Budget workshop scheduled: April 15, 6:00 PM at Town Hall.

Department Reports

Police Chief: SEE REPORT

Maintenance: SEE REPORT

Town Clerk: SEE REPORT

Town Manager:

Park Improvements

- Playground color palette: staff and vendor recommended “Gumdrop” to match existing scheme; Council agreed to proceed.
- Playground equipment order to be placed
- Lowe’s Community Impact grant is supposedly being pursued by an outside party for picnic table replacements.

Ordinances / Codification

- All adopted ordinances now posted on frankford.delaware.gov (view town code/new laws). Codification occurs approximately twice a year; the next integration is anticipated within 1–2 months.

Weed Control

- Weed control will start on April 8, 2026

Employee Benefits

- A voluntary employee benefits (no cost to town) to be offered to staff; no Council action required.

Emergency Operations Plan (EOP)

- Follow-up EOP training scheduled; drafting to proceed in coordination with Police Chief and county contractor.

Old Business

- Board of Adjustment: One seat previously filled. Town to follow up with prior members, Bill Townsend and Michael Dugdale, and work to fill the BOA to three members if needed.
- Charter & Code Committee: Need to reconstitute the committee with non-elected appointees and council to consider membership over the next month.
- Old Town Hall improvements: Discussion deferred to budget process; noted potential for significant subfloor/joist work and tenant/lease considerations (possible rent/space reallocation).

New Business

- Roof bid award: Three bids opened. Motion was made and passed to accept bid from Ruff Roofers (Queenstown, MD) for \$49,785; additional sheathing at \$4.50/sf if required; time/material for counter flashing replacement at \$125/hr. as specified. Notice to Proceed to be issued; target start within 4–8 weeks.

Mr. Wright made the motion to accept the roof bid

Mr. Quillen seconded.

Motion carried 5-0

- Insurance Request for Proposal: Council approved advertising an RFP for town insurance coverage to encourage competition and a review of broker coverage.

Mr. Quillen made the motion to advertise an RFP for town insurance coverage

Mr. Ferencie seconded

Motion carried 5-0

- Council photo: Photographer available Mondays through June; council photo to be scheduled at 6:00 PM on a Monday with FOIA notice.

- Delaware Department of Transportation (Del DOT)/ Frankford Community Transportation Plan: Motion passed to designate Bill Manzke as Town representative/observer for DelDOT study and related meetings.

Mr. Wright made the motion to have Bill Manzke represent the Town

Mr. Quillen seconded.

Motion carried 5-0

COMMISSION/COMMITTEE REPORTS:

PLANNING AND ZONING COMMISSION:

Welcomed new members Mark King and Deanna Grasso. Discussed Table of Permitted Uses, neighborhood business zoning, lot line adjustment on Thatcher Street (no issues), community transportation plan, and issues related to partially out-of-town parcels (annexation and code enforcement implications).

CHARTER AND CODE COMMITTEE:

none

ENVISION FRANKFORD:

Egg Scramble successful; movie in the park and library summer reading coordination in planning

FIRE HAZARD COMMITTEE:

none

TOWN PARK COMMITTEE:

none

PUBLIC COMMENT:

- Resident thanked Police Chief for enforcement on Honolulu Road; positive community feedback noted.

Planning & Zoning Commission

- Next P&Z meeting rescheduled to April 21, 6:00 PM.

RECESS TO THE EXECUTIVE SESSION:

Motion passed for a 20-minute recess for photos; Council to return for Executive Session.

Mr. Quillen made a motion to move into an executive session at 7:17 pm

Mr. Ferencie seconded.

Motion carried 5-0

RECONVENED FROM EXECUTIVE SESSION:

Mr. Quillen made the motion to move out of the executive session and back into regular session at 8:01 PM

Mr. Ferencie seconded.

Motion carried 5-0

ADJOURN:

The meeting was adjourned at 8:02 pm

Mr. Wright made the motion to adjourn at 8:02 pm

Mr. Quillen seconded.

Motion carried 5-0

**RESPECTFULLY
HEATHER BERNAT
TOWN CLERK**