



Town Of Frankford

Regular Council Meeting

Date: June 2, 2026

Time: Commenced at 6:00 PM, Adjourned at 7:10 PM

TOWN COUNCIL:

<i>Greg Welch</i>	<i>President (absent)</i>
Kyle Quillen	Vice President
John Wright	Secretary- Treasurer
Ed Ferencie	Councilman
Brittney Outten	Councilwoman

TOWN EMPLOYEES:

Sheldon Hudson	Town Manager
Kevin Smith	Police Chief
<i>Heather Bernat</i>	<i>Town Clerk (absent)</i>
<i>Tom Rozell</i>	<i>Maintenance (absent)</i>

OTHER:

See attached sign-in sheet

Call to Order

MEETING WAS CALLED TO ORDER:

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

PLEDGE OF ALLEGIANCE

Pledge of Allegiance recited.

MINUTES:

Regular Council Meeting- May 5, 2026- Regular Session

Regular Council Meeting- May 5, 2026- Executive Session

Special Council Meeting- May 13, 2026- Regular Session

Special Council Meeting- May 13, 2026- Executive session

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

Mr. Wright seconded.

Motion carried 4-0

Council Remarks – In Memoriam Pam Davis

Mr. Quillen and Mr. Hudson recognized and honored Pam Davis, a longstanding council member with over 30 years of service, noting her recent passing.

-Funeral and viewing to be held at Watson's Funeral Home:

-Viewing: June 10, 3:00–7:00 p.m. and June 11, 11:00 a.m.- noon

-Funeral: June 11, at noon

- Mr. Quillen shared a story relayed by Larry Corrigan about Pam's respected role at Selbyville Middle School and extended condolences on behalf of the council and staff.

-School supply donations in memory of Pam may be dropped off at Town Hall through Friday.

- Donations will be delivered to Selbyville Middle School; Sheldon and Heather will coordinate delivery.

COUNCIL AND STAFF REPORTS:

Council Secretary/Treasurer

Mr. Wright Read the Account Balances

Treasurer reported account balances as of June 1, 2026:

- General Fund: \$50,000.00
- ICS Sweep Accounts: \$115,772.35
- Municipal Street Aid: \$713.49
- Transfer Tax Account: \$396,947.97
- WSFS Investment Accounts: \$211,497.00
- Orion investment account: 3,228,833.62

Department Reports

Police Chief: SEE REPORT

Maintenance: SEE REPORT

Town Clerk: SEE REPORT

Town Manager:

- Park Improvements
 - Temporary fencing at the park is scheduled for installation starting tomorrow to commence the construction phase of the park improvements project.
 - The park will remain open, but fenced areas will restrict access to certain playground areas for safety.
 - Mediacom Infrastructure Upgrades
 - Town notified by Mediacom of significant upcoming infrastructure upgrades in town.
 - Anticipated result: improved infrastructure and higher-speed service.
 - Council Polos & Photos
- Golf polos for council have been ordered and are expected within the next couple of weeks. Once received, council photos will be scheduled with a photographer.

Old Business

Board of Adjustment, Planning & Zoning, and Other Committees

Appointments/Reappointments

- Recalled prior discussion with John Wright about moving to a fixed schedule for board and commission appointments/reappointments.
- Noted that a regular 2–3 year cycle is desired, even if this means reappointing individuals who were appointed relatively recently.
- Stated that staff have begun maintaining tracking tables, including:
 - Start and end dates
 - Names
 - Phone numbers
 - Board/commission roles
- Expressed desire to “make it official” and properly memorialize which seats are up for renewal in which year.

No formal motions or votes were taken on this item; it was discussed only.

Council Photo Date

Mr. Quillen asked for an update on scheduling council photos.

- Mr. Hudson replied that the town is waiting on the polos, and once received, a photo date will be scheduled.

Old Town Hall – Improvements and Lease Renewal

- Mr. Quillen referenced prior discussion of Old Town Hall improvements and lease renewal.
- Mr. Hudson asked Mr. Ferencie whether he and others had been able to visit the building.
- Mr. Ferencie replied that he had not yet found time but hoped to meet with Greg in the next week or two to tour Old Town Hall.

No action taken; matter remains pending.

New Business

Presentation – FY 2027 Budget and Property Tax Rates by John Wright

Mr. Quillen noted that the primary New Business item was John Wright's presentation on tax rates and the budget.

Order of Presentation:

Budget Overview and Revenue Assumptions

- Budget is similar to last year; no major changes in levels of service.
- Last year's budget had increased to fund a second full-time police officer.

Vines Creek:

- Approximately \$275,000 in anticipated revenue is budgeted from Vines Creek Crossing.

Annexation Fees:

- Dedicated revenue line removed; future annexation fees will be treated as one-time revenues and budgeted in the subsequent year.

Building Permits:

- Maintained at a significant level, approximately \$175,000, driven largely by anticipated development, e.g., Vines Creek Crossing.

Prior Year Surplus:

- The previous line for using prior-year surplus to balance the budget was removed. The budget now reflects anticipated revenue that covers expenditures without that line.

Franchise Fees:

- 20% increase, now budgeted at \$15,000.
- Historically from Mediacom only.
- Additional revenue from a relatively new franchise agreement with Chesapeake Utilities, approx. 1–1.5 years old.

Investment Income:

- 44% increase, to approximately \$131,000.

Driven by moving funds into CDs with more predictable returns compared to prior bond market holdings.

Finance Charges:

- Adjusted upward by 14%, but the total dollar impact is modest, about \$4,000.
- Police Fines:
- 36% decrease, approximately \$8,000 reduction to align with last year's actual collections.

Park Income:

- 25% decrease, but the base number was low, \$750, not materially affecting the overall budget.

Sussex County Grant – Police Funding:

- 13% increase, with a budget of \$45,000, mirroring last year's support level.

Realty Transfer Tax:

- 48% increase, to \$200,000.
- Assumes settlement of Lynch Farm and other anticipated activity; the town is confident in achieving this figure.

Christmas Decorations:

- 64% decrease, to \$5,000.
- Larger upgrade projects completed last year; further upgrades require pole upgrades, not yet feasible.

Consultants:

- 13% increase, to \$120,000.
- Some consultant expenses are reimbursable by developers, but the overall budget line nonetheless increases.

Insurance:

- 44% increase, to approximately \$46,000.
- Due to rate increases, additional vehicles and buildings added, and correction of previously uninsured town properties, as clarified by Mr. Hudson

Buildings & Facilities:

- Mainly to fund projects at 5 and 9 Main Street.
- Meetings & Seminars:
- 127% increase, to about \$1,250, largely for continuing education for the town manager.

Membership Dues:

- 105% increase, to \$4,000.
- Driven by new and existing memberships, e.g., ICMA.

Postage:

- 19% decrease, to \$1,500, aligning with actual usage.

Uniforms:

- 43% decrease; major outfitting was completed in the prior year, so ongoing costs should be lower.

Supplies, Equipment, Other:

- 133% increase, to \$7,000.
- Acknowledged as somewhat discretionary, depending on which line specific purchases ultimately fall into.

Public Safety – Telephone:

- 31% decrease, to \$2,500, matched to recent bills.

Sewer Town:

- 20% decrease to match predictable billing patterns.

Wages Overall:

- 12% decrease, to approximately \$300,000 total.
- Decrease reflects less use of part-time police than anticipated and slightly fewer hours than budgeted for full-time officers.

Life Insurance:

- 11% increase, reflecting one added participant.

Payroll Processing Fees:

- 41% increase, to about \$2,200, due to additional positions.
- SEP IRA Contributions:
- 49% decrease, to \$6,500.
- Reason: adoption of a police pension fund; police no longer receive a SEP IRA once eligible for the pension plan.

Capital Expenses Planned

Mr. Wright summarized capital items:

- One new police car – estimated at \$85,000, includes outfitting.
- Travel & Conference – Town Manager attendance at ICMA conference.
- Digital Sign for Town Hall – budget includes the remaining balance after donations are applied.
- New/Upgraded Website – allocation for continued website modernization.
- Telephone System Upgrade – project previously discussed; included in capital planning.

Context:

- Sussex County performed a countywide reassessment; the town uses the county's assessed values.
- Due to substantial increases in assessed values capturing roughly 40 years of inflation, the Town must significantly lower its tax rate to remain revenue neutral.

Prior and Proposed Tax Rates:

- Previous Town Rate: \$2.50 per \$100 of assessed value, single rate.
- Proposed Structure: Two tax rates, based on county classification:
- Residential, including agricultural & residential classifications
- non-residential commercial & industrial classifications

Revenue Neutrality Calculation:

- Residential Assessments 2026: ~\$65,421,949 total.
- Applying \$0.158 per \$100 produces approximately \$103,366.68 in residential tax revenue.
- Commercial/Industrial Assessments 2026: approx. \$10,607,000 total.
- Applying \$0.220 per \$100 produces approximately \$23,336.72 in non-residential tax revenue.
- Combined total is essentially revenue neutral with the prior structure, with minor increases of a few hundred dollars attributable to rounding and new properties.

Adjusted Tax Line – New Properties:

- Additional assessed value for parcels that did not exist or were not in town in 2024 but are included in 2026 reassessments:
 - Vines Creek Crossing parcels,
 - Dollar General building,
 - Spectrum properties west of Route 113.
- These additions account for approximately \$8,449.12 in new revenue, separate from the neutral calculation.

Comparative Examples:

Mr. Wright presented examples using the public residential properties of the five council members to show the effects of:

- A flat rate, which would have been \$0.166 per \$100
- The two-rate system.

For these sample residential properties:

- A flat rate would have been slightly cheaper for each council member.
- Under the proposed system, some members pay slightly more; one member sees a decrease.

Commercial/Industrial Impact:

- A list of commercial and industrial accounts was reviewed:
- Some commercial taxpayers see an increase, some a decrease.
- Mountaire is the largest “winner,” with a reduction of approximately \$7,067 in town taxes, due primarily to limited movement in assessed value compared with others.
- Mr. Wright noted that reassessment appeared relatively favorable to commercial properties compared to residential, though the new rates seek to distribute the burden roughly consistent with prior shares.

Motion:

Mr. Wright moved to adopt a residential tax rate of 0.158 per \$100 of assessed value and a non-residential rate of 0.220 per \$100 of assessed value.

Mr. Quillen seconded.

Motion carried 4-0

Mr. Wright moved to adopt the FY 2027 budget as presented.

Mr. Ferencie seconded.

Motion carried 4-0

Committee Reports

- Planning & Zoning: Mr. Manzke stated that, after P&Z has vetted the presentation, it will be shared with the council.
- Charter & Code Committee: Did not meet.
- Envision Frankford Ed Ferencie: Meetings ongoing; movie-in-the-park events planned for June–August (possible extension into September); committee to provide dates and times for website/Facebook.
- Park Committee: No meeting reported

Public Comment & Safety Concerns

- **Dog Waste / Public Health Concerns:**

- A resident reported repeated issues with people walking dogs and not picking up after them, citing specific problem locations.

- Discussion included reference to trespassing laws and enforcement; Chief Smith suggested contacting the office for clarification and potential enforcement options.

- **Traffic & Pedestrian Safety – Liquor Store Area:**

- A resident suggested adding a stop sign at or near a liquor store exit where vehicles are reportedly pulling out at unsafe speeds.

- Mr Hudson said he would instead arrange to have a pedestrian crossing sign installed along Dover Street

Recess for Public Hearing

Mr. Quillen moved to recess the meeting until 7:00 p.m.

Mr. Wright seconded.

Motion carried 4-0

RESPECTFULLY

HEATHER BERNAT

TOWN CLERK