

**CALL TO ORDER:** Mayor Glanden called the meeting to order at 7:00 PM.

**PLEDGE OF ALLEGIANCE:** Councilmember Simpler led the Pledge of Allegiance.

**ROLL CALL:**

Mayor: Chick Glanden - present

Council Members: Virginia Simpler - present

Ricky Maddox - present

Poncho Davila - present

Tiffany McPhatter - present

Town Solicitor: William Pepper – present

**READING AND APPROVAL OF THE LAST MEETING MINUTES:**

Councilmember Maddox made a motion with a second by Councilmember Simpler to accept the minutes of the regular meeting for September 19, 2018 as submitted. Motion passed by unanimous voice vote.

**WATER DEPT. / TREASURER’S / POLICE / CODE ENF. REPORT:**

**Water Department:** Dustan reported that Frederica Day went very well, everyone came together and chipped in to make it work smoothly. He spoke with Ray Horney about upgrading the technology for the meter at the well house. The system will allow for a detailed report of the workings and problems at the well house along with alarms. Ricky asked when the second well was brought up and running again, Dustan confirmed that it was the previous week. Dustan mentioned a problem with a house on Jackson Street reporting that their fence had been hit by the trash company, and Charlie’s was coming out to inspect and address the problem.

**Police:** Councilmember Maddox made a motion with a second by Councilmember Simpler to accept the Police Report for August. Motion passed by unanimous voice vote.

**Code Enforcement:** Ricky stated that he had a complaint for Dennis. He has a resident complaining about trash cans being left out. Dennis stated that he has walked all of the streets now and suggests passing out warnings or notices regarding trash cans. Either as a flyer or doorhanger or mailed blanket letter/postcard. He stated that some people have responded to face to face conversations and have corrected some minor issues. He mentioned resident’s that have expressed concerns over not having the money for repairs. Council discussed CDBG grant money that has been previously lost, and to try to obtain funds again for residents. Mandy asked about 104 W. Front Street as there has been a lot of activity around the property. Bethany stated that the property is currently bank owned and is being prepared for sale.

**PLANNING COMMISSION REPORT:**

Mandy Slody presented permit applications as follows:

- 238 S. Market Street – Donovan, Permit for Roof & Siding

Councilmember Simpler made a motion and was seconded by Councilmember Maddox to approve the fence permit. Motion passed by unanimous voice vote.

Mandy stated that an annexation request had been received. Mr. Pepper stated that it could not be discussed as the application is not in proper order.

#### **NEW BUSINESS:**

**First Reading – Ordinance 18-02 – An ordinance relating to the senior citizen discount on real property taxes.** Councilmember Simpler read the ordinance aloud. Mr. Pepper stated that he is not a fan of removing the residency requirement in the ordinance. Councilmember Maddox mentioned that the problem was in tracking how long the resident was there. Bethany stated that if the burden of proof is on the resident than there is not a concern, as well as how to handle those who have already received the discount and have not met the requirement. Council discussed and agreed that existing recipients would be grandfathered in. Councilmember Maddox made a motion to pass Ordinance 18-02 with the discussed amendments. Motion was seconded by Councilmember Davila. Motion passed by unanimous voice vote.

**Committee for Updating the Employee Handbook: Moved to New Business - Mayor** Glanden stated that we have the employee handbook and some changes have been made. Councilmember Simpler stated that she would like to be able to read the handbook before having it come to vote. Mayor Glanden stated that the handbook can be changed any time needed. Councilmember Maddox made a motion to accept the handbook with the provision that changes can be made as needed. Councilmember McPhatter seconded the motion. Councilmembers Simpler and Davila opposed. Mayor Glanden served as tie breaker. Motion was passed by three to two voice vote.

Mayor Glanden brought up Halloween, and having signs made for trick or Treating on October 31<sup>st</sup> from 6 to 8 PM for children 12 and under. Councilmember Simpler made a motion to hold Halloween trick or treating on October 31<sup>st</sup>. Motion was seconded by Councilmember Maddox. Motion passed by unanimous voice vote.

Mandy presented to Council the only information she could find in the LDO related to trash cans in reference to the earlier conversation. Mr. Pepper recommended updating the code regarding trash can placement.

#### **OLD BUSINESS:**

**DNREC Brownfield's Program:** Dustan stated that he spoke with Pennoni. We are still waiting on DNREC. They had requested deeper core samples. Councilmember Maddox made a motion and was seconded by Councilmember McPhatter to table the DNREC Brownfield's Program. Motion passed by unanimous voice vote.

**Sidewalk Improvement.** Councilmember Maddox made a motion and was seconded by Councilmember Simpler to table the Sidewalk Improvement. Motion passed by unanimous voice vote.

Dustan stated that there is confusion about the projects. The DNREC Brownfield's Program is separate from the Sustainability Grant, which is separate from the Sidewalk Improvement Program. The Brownfield's Program is not stopping the Sustainability Grant. The meeting for the Sustainability Grant should be the week of October 15<sup>th</sup>. DELDOT's Sidewalk program stated that they would like to work with the Sustainability Grant and provide potentially larger funding for a focused project. Councilmember Maddox stated that the priority he set up for the sidewalks was to start at the school and work down the road, and the Sustainability Grant may change that. He stated that they will not talk to him about sidewalks until the Sustainability Grant is over. Bethany stated that they are not waiting for

the grant to be over but want to work with the grant to tie the two programs together. Ricky suggested putting the Sustainability Grant on the agenda for the future as a separate item.

### **OPEN FLOOR:**

Mandy thanked Dustan, Bethany and anyone else involved in her receiving the honorary plaque for Frederica Day.

Mandy and Ricky discussed Frederica Day 2019, and needing to update the food options so that they wouldn't run out. Dustan said that the goal is to start planning sooner for 2019 as the event continues to grow.

Bethany asked Council when the employees would receive a copy of the handbook. It was her understanding that there would be review before the handbook would be passed. She also asked how to handle any items that were in conflict. Mayor Glanden gave Bethany a copy and reminded her that items can still be changed. Bethany asked again what we do in the meantime if there is a conflict. Mayor Glanden stated that the employees can review before signing. Councilmember Maddox stated that the handbook was passed with the provision that it could be changed. Bethany stated that she understood that, but if the handbook is in effect, whether employees sign or not, how do we proceed if there something in conflict in the handbook with how Town Hall is normally run before the handbook can be changed, especially for employees that have not had a chance to review. Mr. Pepper stated that we are to continue our present course. Mayor Glanden also stated to stay on the present course, and if there are any questions, to ask him, and that what needs to be changed will have the opportunity to be changed.

Mr. Pepper and Mayor Glanden discussed adding job descriptions and referencing existing counterparts within the County.

Mandy asked If there would be anyone from the Town present at trick or treating. Mayor Glanden stated the he needs to check with police schedules. Councilmember Davila suggested having representatives from staff or council attending the event.

Councilmember Simpler mentioned a small fire that occurred in a neighboring house, and her concern for the danger of a fire spreading to the vacant house at 30 Front Street. She would like to know what can be done about the house. Bethany stated that is her understanding that the property is in the County's radar as they are the ones who initially condemned it but would follow up with them again. Mayor Glanden stated his concern of shouldering the cost of demolition. Mr. Pepper stated that Code Enforcement can go through the motions to condemn and demolish the property, but it may cost 15 to 20 thousand dollars, not including potential asbestos assessment. Councilmember Simpler asked Bethany is vacant building fines are being added and paid for. Bethany confirmed they are being added but not paid. Mandy suggested contacting the County to ask if they are making any progress.

Councilmember McPhatter made a motion and was seconded by Councilmember Maddox to adjourn the meeting.

Mayor Glanden closed the meeting at 8:00 PM.

Respectfully submitted,

Bethany DeBussy

Town Clerk