

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 June 20, 2018 as submitted. Motion passed by unanimous voice vote.

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

Water Department: No report.

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

Treasurer Report: Councilmember Virginia Simpler presented the Treasurer’s Report as follows:

| <u>June 2018</u> | <u>Beginning Balance</u> | <u>Ending Balance</u> |
|------------------|--------------------------|-----------------------|
| General Fund | \$ 124,152.17 | \$ 111,284.23 |
| Special Water | \$ 68,195.14 | \$ 92,941.96 |
| Police Dept. | \$ 88,215.51 | \$ 87,379.61 |
| Street Aid | \$ 73.32 | \$ 73.32 |

Delinquent Monies owed:

| | |
|------------------|--------------|
| Trash: | \$ 12,692.74 |
| Water: | \$ 20,380.72 |
| Property Taxes: | \$ 1,785.29 |
| Fines: | \$ 3,216.55 |
| Vacant Building: | \$ 8,825.01 |

| | | |
|------------------|----|----------|
| Grass Cutting: | \$ | 1,800.00 |
| Property Maint.: | \$ | 1,590.10 |
| Rental License: | \$ | 2,625.00 |
| Other Fees: | \$ | 3,100.00 |
| Court Costs: | \$ | 416.55 |

Councilmember Maddox made a motion with a second by Councilmember Davila to accept the report. Motion passed by unanimous voice vote.

Mayor Glanden asked for the Code Enforcement Report Item be added back to the agenda.

Code Enforcement: Bethany spoke for Dennis for this meeting and explained that he had been walking the town street by street introducing himself, explaining to resident's who he is and what he is doing, and gathering a list of violations that he sees. He just completed his DELJIS training as well. Council asked if a drug test should be performed. He has been completing inspections and responding to calls promptly. Council asked if any progress has been made on the vacant house at 30 Front Street and recommended contacting the county for an update and assistance in handling the matter.

PLANNING COMMISSION REPORT:

Mandy Slody presented permit applications as follows:

- Lot 76, Water's Edge – Permit for House, "Riverview".

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

- Lot 77, Water's Edge – Permit for House, "Ava".

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

- 1 W. David Street – Application for Business License for a secondhand shop.

Jackie Wilkins was present, resides at 1 E. David Street. Council asked about any monies owed. Delinquent balance exists on Utility and Rental License accounts for 1 E. David Street. Council asked for Wilkins to make a payment agreement to resolve the delinquent balance on Friday.

Councilmember Maddox made a motion and was seconded by Councilmember Simpler to table the business license. Motion passed by unanimous voice vote.

Mandy also mentioned that she mentioned to Dennis (Code Enf.) that the grass at the JMER properties is unreasonably tall and should be addressed.

NEW BUSINESS:

No Parking Signs: Councilmember Maddox made a motion with a second by Councilmember Davila to table the No Parking Signs until the next meeting. Another workshop will be held prior to the next meeting. Motion passed by unanimous voice vote.

Mayor Glanden mentioned that we also need to replace the no parking signs that were on Hoey Street, as they have been removed.

New Police Vehicle: Keith spoke on the declining condition of the Crown Vic, and the recent electrical problems that fried several pieces of equipment. Discussed obtaining a second Tahoe through the state contract with I.G. Burton or through Hertrich. Council asked to obtain quotes for the next meeting. Some equipment can be salvaged from the Crown Vic, but not all. Councilmember Maddox asked if we could use funds from the Community Impact Fees for the vehicle. Pepper stated that those funds are earmarked for growth expenses, not replacement expenses. Pepper estimated that around \$5,000.00 could be justified for use. Keith estimated that outfitting the new vehicle may cost around \$10,000.00. Councilmember Maddox made a motion with a second by Councilmember Davila to table the new police vehicle until the next meeting. Motion passed by unanimous voice vote.

OLD BUSINESS:

Committee for Updating Employee Handbook: Pepper stated that he reviewed the handbook, and it needed work. He provided copies of the Dover and Kent County handbooks that could be used as reference. Councilmember McPhatter stated that her main concern was listing paid holidays, and the dress code stating that shorts were not allowed. Bethany explained that the book was written in 2008 and never updated formally, just handwritten notes. She also reached out to Paychex to provide quotes for the services they provide from writing the handbooks, to training, etc. as a reference point. Councilmember Maddox made a motion with a second by Councilmember Davila to table the employee handbook until the next meeting. Motion passed by unanimous voice vote.

DNREC Brownfield's Program: Bethany presented a project report tracker for the cleanup project, which shows all the expenses and all the revenue brought in the for site to show what the net expenses will be. She showed the legislators provided nearly \$13,000.00, which we should send out thank you letters to and invite to any opening ceremony. Council asked about removing the tires. There is a place in Delaware City that accepts old tires, but a high expense to haul to the location, which nets out with lower cost to haul to a nearby location. Pennoni recently passed through a progress report and direct bill to DNREC for their sampling. Estimate testing completion should be within a couple of weeks, then the next steps of the sustainability grant can begin. Bethany also stated that she did a phone interview with a former owner to build some of the property history into the project report. To date, total expenses are \$47,000.00 income is \$18,000.00 out of pocket expenses around \$29,000.00. Councilmember Maddox stated that it is a considerable amount of money but well worth it. Davila made a motion and was seconded by Councilmember Maddox to table the DNREC Brownfield's Program. Motion passed by unanimous voice vote.

Councilmember McPhatter asked Keith how progress was coming with the person who is spray painting graffiti throughout town. Keith stated that the only known report was on the Brownfield's site, and there is no lead on who the person is.

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

OPEN FLOOR:

Councilmember Simpler stated that she and Councilmember Maddox will meet Tuesday the 24th to review the existing skateboard, dogs and sexual offender's ordinances. They are hoping to meet with Sgt. Darling for his input as well.

Councilmember Maddox wants to add to the next agenda Frederica Day Funding.

Mandy stated that she spoke to Ken Ryder, and they will bring their ice cream trailer to Frederica Day. They charge \$375.00 to give free ice cream to the kids. The next meeting for Frederica day will be the

first Thursday in August at 1:00PM. Councilmember Maddox mentioned the possibility of Holy Cross having a band for the parade.

Mandy updated Council on Phil Green's health. His surgery went very well, and he will be out for about a month but is doing very good. Council discussed sending a fruit basket.

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

Bethany asked if Mr. Layton's letter was submitted during the prior meeting as it was not in the audio. Mayor Glanden confirmed that the letter was distributed and read, but not out loud. It may be submitted with the meeting minutes.

Mayor Glanden asked about the status of the property at 1229 Frederica Road. It was witnessed that the county came out and removed vehicles. There have been several complaints made from the Senior Center and the company using their parking lot for their vehicles. Calls were also made to DNREC and DELDOT about the ditch being filled in and the wetlands being backfilled. The trailer was demolished without permit. Rural Water also came out because of an ongoing ignored water leak. The property does not have its own meter pit, which should be installed within a few weeks. They also do not have a business license with the Town.

Mayor Glanden closed the meeting at 8:06 PM.

Respectfully submitted,

Bethany DeBussy

Town Clerk