

CALL TO ORDER: Mayor Glanden called the meeting to order at 7:04 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 July 18, 2018 as submitted. Motion passed by unanimous voice vote.

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

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

Water Department: Dustan reported that there have been a couple of reports of dirty water, so they have been flushing the system. A meter has been installed for the flusher at Water's Edge. The water loss percentage has been higher than usual, and we are trying to get the percentage below 15%. Jim has been tracking the meter pits with the GPS loaned by the EPA. Signs have been ordered for Hoey Street and will be installed tomorrow. Council asked if there was a way to make them less easily removed to prevent future theft, and about cost. Dustan replied that the signs are cheaper and more quickly obtained through Mimesis. He also reported that a meeting was held with the County at the request of Buckson. He, Bethany and Mandy attended and discussed getting Frederica back in the County's Comp Plan to promote growth and develop the south end of Town towards and around the DE Turf Sports Complex.

Code Enforcement: Dennis introduced himself and stated progress on notices. He explained to Council and the audience that he is going street by street to gather information on violations in the Town and sending notices out. He is willing to work with residents to resolve issues and wants to work with the people to help get the Town cleaned up. Resident Gloria Butts asked about money opportunities available to assist repairing properties.

PLANNING COMMISSION REPORT:

Mandy Slody presented permit applications as follows:

- 5 Jackson Street, Habitat, Lot Line Adjustment Lots 71 & 71.01 to make lots equal in size.

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

- Lot 78, Water's Edge, Layton - Permit for single family home.

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

Mandy announced that she spoke with Ring from DB&F and he informed her that he had fielded calls from several parties interested in the JMER properties. DELDOT also called and spoke with Bethany about someone interested in putting a hotel on the piece of state-owned property near JMER.

NEW BUSINESS:

Proposed Parking Regulations on Jackson Street, Purnell Avenue, Hillside Avenue, Fourth Street, Fifth Street, and Thomas Street: Topic addressed in the workshop. Mayor Glanden stated that we will have the ordinance drafted for the first reading at the next meeting. Councilmember Maddox made a motion and was seconded by Councilmember Simpler to table the No Parking Signs until the next meeting. Motion passed by unanimous voice vote.

New Police Vehicle: Sgt. Keith Darling stated that he obtained quotes from the state contract and will be approximately \$36K for a new Tahoe from IG Burton. Keith explained they planned to salvage equipment that they could from the Crown Vic, but to estimate around \$10K to outfit the vehicle. Council discussed the potential ability to use funds for the Community Safety Impact Fee's to cover the cost. Mr. Pepper clarified that the Impact Fees are to be used for primarily for growth, but \$5,000 can be justified for use towards the cost. Councilmember Maddox made a motion with a second by Councilmember Davila to approve the purchase of a new police Tahoe. Motion passed by unanimous voice vote.

Frederica Day Budget: Council asked how much was approved for Frederica Day in 2017. Bethany informed that it was \$500.00. Dustan stated the Sunnyfield donated to cover the ice cream truck, and Pennoni is covering \$500 of the cost for the bouncy houses. Mandy presented the shirts that they have been working on at the Senior Center for the day that have the sponsors listed on the back. The next meeting for the event will be August 2 at 1:00 PM at the Senior Center. Councilmember Maddox made a motion with a second by Councilmember Simpler to approve \$500 towards the Frederica Day Budget. Motion passed by unanimous voice vote.

OLD BUSINESS:

Committee for Updating the Employee Handbook: Councilmember Davila stated he asked Bethany to get some information. Bethany spoke and stated that a representative from Paychex offered to come to a meeting to explain the services and packages they offer. She also spoke with the insurance company as we are coming up on our policy renewal period, and the company is concerned about the handbook, in its current state it is considered non-existent, and the carrier could potentially drop us if it is not corrected. Mayor Glanden stated that the handbook will be done in time. Councilmember Maddox suggested bringing in the representative from Paychex to speak at the next meeting. Mayor Glanden stated that it will be a waste of time as we can do it internally. Councilmember's Davila and McPhatter discussed meeting times, and Councilmember Davila asked if someone else could take his place due to schedule conflicts. Mayor Glanden stated that he will sit down with Councilmember McPhatter to write the handbook. Councilmember Maddox said that he believes it would be beneficial to have a representative from Paychex here to answer questions. Councilmember McPhatter stated that she has seen their work and there was a lot of misspellings and poor grammar that is not expected of a

professional company. Councilmember Maddox stated he does not like the \$1500 cost. Councilmember Simpler stated that she believes the handbook should be written by professionals. Mayor Glanden stated that we have copies of the Dover and County handbook that have been written by professionals, and the final product will be reviewed by Mr. Pepper. Councilmember Maddox made a motion to table the handbook until the next meeting. Motion was seconded by Councilmember Davila. Motion passed with three votes and one abstention by Councilmember Simpler.

DNREC Brownfield's Program: Dustan states that Sunnyfield is going to seed the properties soon. He estimates that 33-35 dumpsters have been pulled out of the site. All structures are removed. The sampling plans have been submitted by Pennoni to DNREC. Councilmember Maddox expressed his concerns that this grant is holding up the sidewalks. Dustan assured that per Pennoni, we are on track with the grants. Bethany has compiled the survey results into a spreadsheet, and Dan is going to reach out to department heads to arrange a meeting soon to move forward with the grant. Councilmember Maddox made a motion and was seconded by Councilmember McPhatter to table the DNREC Brownfield's Program along with the **Sidewalk Improvement**. Motion passed by unanimous voice vote.

OPEN FLOOR:

John Henderson spoke. He resides on Frederica road, outside of Town limits, but owns a parcel between his residence and Water's Edge that is within Town limits that he would like to build a small 1 bedroom 1-bathroom home on for his daughter that would be less than 1200 square feet. Mandy has spoken to Mr. Henderson about this prior to the meeting and stated that there were so many legal questions that she suggested he come to the meeting to speak with Mr. Pepper. Mr. Henderson asked if the town would allow him to build as he desires. Mr. Pepper stated that he would have to go through the Board of Adjustments. Mr. Henderson asked if he could have the parcel removed from the Town limits. Mr. Pepper said that there is no procedure for de-annexation. Mr. Henderson stated that he was granted tax exemption from the Town and should be able to be exempt from Town rules. The General Assembly would have to grant a procedure for the Town to be able to perform a de-annexation. Mr. Henderson then asked if he could get a waiver for the square footage minimum. Mr. Pepper stated that it would have to go through the Board of Adjustments, but that he would still have the problem of not having street frontage for the property. Mr. Henderson asked if he could connect the apartment to his house. Mr. pepper stated that that would be a County question as his house parcel is in the County, and there is substantial space before he hits the Town parcel. It was discussed that the easiest method is to build an addition to the house. Mr. Henderson asked about his property lines and is concerned that the Water's Edge owners may have a fence built on his property. Mr. Pepper suggested having a survey done to determine the lines or searching for the markers to resolve the fence issue.

A resident asked about Jim walking around with the GPS and wanted to know what that is about. Dustan stated that when he installed the meters five years ago, many of the meter pits could not be found. With the GPS location system, we will be able to map the meter pits so that the Town can maintain a map with all meter locations.

Jacqueline Wilkins spoke about her application for a business license. Her license was tabled because of delinquent monies owed on her residence. She lives in 1 E. David Street and said that her name is not on the house or the mortgage, only her husband's name. Mr. Pepper stated that if account for the store at 1 W. David Street/13 S. Market Street is paid in full per the Clean Hands Ordinance, then she cannot be held responsible for the balance owed on the residence on 1 E. David Street. Mrs. Wilkins stated that she would have the payment for the rental license and utilities for the landlord on Friday if she could

receive her license. Council discussed that the license was already approved if the utilities were paid, so he could receive her license once the bills are paid.

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

Mayor Glanden closed the meeting at 8:31 PM.

Respectfully submitted,

Bethany DeBussy

Town Clerk