

**COUNCIL MEETING**  
**May 14, 2012**

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The regular meeting of Mayor and Council was held on the above date with Council members Dias, Stover, Lightcap, and Letterman present with Mayor Horn presiding. Recording Secretary Sue Muncey, Chief Brian Hill, Town Solicitor Scott Chambers, Chris Letterman, Al Hill, Bob Botsford, Howard Blackstone, Cleave Donovan, Carol Cooper, William R. Carrow, Lisa Thomson, Drew Thomson, Russell, Johnson, Timothy Johnson, Cordell Carr, Sr., Judge Vaughn and Jenn Dailey were also in attendance.

1. Approve Minutes:

*Public Hearing Meeting 02/23/12 – motion made by Mr. Letterman seconded by Mr. Dias. Motion carried unanimously.*

*Police Committee Meeting 03/12/12 – motion made by Mr. Letterman seconded by Mr. Dias. Motion carried unanimously.*

*Street Committee Meeting 04/09/12 – motion made by Mr. Lightcap seconded by Mr. Dias. Motion carried unanimously.*

*Council Meeting Minutes 04/09/12 – motion made by Mr. Letterman seconded by Mr. Dias. Motion carried unanimously.*

*Electric Committee Meeting 04/17/12 – motion made by Mr. Letterman seconded by Mr. Lightcap. Motion carried unanimously.*

*Personnel Committee Meeting 04/17/12 – motion made by Mr. Letterman seconded by Mr. Lightcap. Motion carried unanimously.*

2. Treasurer's Report:

*Moved by Mr. Letterman and seconded by Mr. Stover to approve the Treasurer's Report as presented. Motion carried unanimously.*

3. Communications:

- Dover/Kent County Metropolitan Planning Organization meeting to be held May 24, 2012.
- Delaware League of Local Governments monthly dinner meeting to be held May 24, 2012.

4. Town Foreman:

- Will discuss under Committees.

5. Inspections/Enforcement:

- Grass enforcement started last week.
- Year to date totals – 10 new house permits, 40 improvement permits, 58 Contractor Licenses, 21 Business Licenses.

Mr. Dias – grass against house high. Jeff said he enforces with common sense. Will leave a note to include trimming.

- Developments Huntington Mills and Old Country Farm – Bank to take possession. Won't take possession until they have a buyer. Foreclosures – people going into bankruptcy. Will not cut grass in development unless directed by Council. Mr. Lightcap said put a lien on the property. Attorney Chambers said we probably won't get paid.
  - Mayor Horn said there are low hanging limbs by the sidewalks.
6. Electric:
    - Jeff stated he is converting the electric.
  7. Street:
    - Mr. Lightcap reported \$120,000 for three streets. (Review Street Committee notes). In 2013 we need to add Washington Avenue.
  8. Water/Sewer:
    - Mr. Hurlock said well #2 had to be repaired. Well #3 has a vibration.
  9. Personnel:
    - Mr. Lightcap said we had advertised the part-time position. We had 18 applicants. We set up 6 interviews. One didn't show up.
  10. Budget:
    - Mr. Letterman just had a meeting prior to Council. We are on target.
  11. DEMEC:
    - Jeff reported they are looking for ways to find cheaper power. Memo of Understanding from the Governor – 1. 10% lower rates. 2. Rate for large companies – will work with them. 3. Can't transfer money to the General Fund for more than we did this year. Jeff said we need to allocate expenses to the proper departments. The Governor will not allow retail choice for businesses. We will pass on rate reductions as we receive them.
  12. Planning & Zoning:
    - At the last meeting Ovation was granted a 6-month extension for preliminary plans.
  13. Unfinished Business:
    - Streets to be overlaid in 2012

***Moved by Mr. Lightcap seconded by Mr. Letterman to overlay the Streets: S. Bassett Street (between Smyrna Ave. and Wheatley's Pond Road), Smyrna Avenue (between Reed Street and Dickerson Street) Highland Avenue (between West Street and Duck Creek Road). Motion carried unanimously.***

- Hiring a part-time Municipal Clerk.

*Moved by Mr. Lightcap seconded by Mr. Dias, to hire a part-time employee and start on 05/15/12. Motion carried unanimously.*

#### **14. Swearing in of the new Council Members**

- The swearing in of the new Council Members was completed by Judge Vaughn to swear in Mr. Letterman and Mrs. DeBenedictis.

#### **15. Reorganization**

- *President – Mr. Dias nominated Mr. Horn seconded by Mrs. DeBenedictis. Motion carried unanimously.*
  - *Vice Mayor – Mr. Letterman nominated Mr. Dias seconded by Mr. Lightcap. Motion carried unanimously.*
  - *Secretary – Mr. Lightcap nominated Mrs. DeBenedictis seconded by Mr. Dias. Motion carried unanimously.*
  - *Treasurer – Mrs. DeBenedictis nominated Mr. Letterman seconded by Mr. Dias. Motion carried unanimously.*
  - *Asst. Treasurer – Mr. Letterman nominated Mr. Lightcap seconded by Mr. Dias. Motion carried unanimously.*
- Appoint Committees – will be completed at the next Council Meeting. The Mayor encourages public involvement.

#### **16. New Business:**

- Delinquent Business Licenses – 6 businesses are currently delinquent.  
Brittingham Clayton Family Barber Shop – 8 Railroad Avenue  
Henry’s Custom Woodworks – 100 S. Bassett Street  
HJH General Contractors – 400 S. Bassett Street  
Larkins Bus Service – 512 S. Bassett Street  
Snow Enterprises (Clayton Tavern) – 300 Main Street  
Vitalies – 308 Main Street

How does Council want to resolve? Jeff asked for guidance. Issue another letter. Mayor and Council will review the ordinance prior to the next meeting.

- Providence Crossing – ready to open up another phase. Before any certificate of occupancies are issued, streets to be finished with top coat. 90% of development will be blacktopped.
- Excel Business Systems – Michael Stypinski made a presentation on a new copier. He recommends the 255. Use manager codes – this would track usage. Savings of 33% on color copies. Currently pay \$.12 per page. He is offering \$.08 per page. He offers local service. It would be a 48-month lease. \$163 per month. At the end of the lease, the Town would own the copier for \$1. Council will review.

- Fill vacancy of Planning and Zoning – input from the public. Can drop off name and contact number to the front office to give to the Mayor.

**17. Public Forum:**

- Al Hill – asked Jeff about finished streets. Asked for clarification. Andover Branch Road, Massey Branch Road, Shady Creek Lane, and Coldwater Drive will not be blacktopped until construction is complete. Sidewalk cannot be finished on Massey Branch Road.
- Cordell Carr – Huntington Mills – overgrown lots. This is a concern of the residents. Mayor said they will look into.
- Mayor wanted to thank Wayne Stover for his years of service.

12. Adjournment:

*Moved by Mr. Lightcap and seconded by Mr. Dias to adjourn. Motion carried unanimously.*

Recording Secretary,

Sue Muncey