

## ***COUNCIL MEETING***

### ***October 8, 2012***

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The regular meeting of Mayor and Council was held on the above date with Council members Dias, DeBenedictis, Lightcap, and Letterman present with Mayor Horn presiding. Recording Secretary Sue Muncey, Chief Hill, Town Solicitor Scott Chambers, Drew and Lisa Thomson, Al Hill, Bob Botsford, Bill Spence, Cordell Carr, Wendy S. Meyers, William Carrow, Bob Botsford, and Ben Mace were also in attendance.

**1. Approve Minutes:**

*Council Meeting 09/10/12 – motion made by Mr. Letterman seconded by Mr. Dias. Motion carried unanimously.*

**2. Treasurer's Report:**

*Moved by Mr. Dias seconded by Mr. Lightcap to approve the Treasurer's Report as presented. Motion carried unanimously.*

**3. Communications:**

- Clayton Elementary School - Halloween Parade October 31<sup>st</sup> at 1:30 p.m.

**4. Chief of Police:**

- EDIE and SALLE grants prepared. Hired new police officer, Phillip Bishop. To start on 10/15/12. Replacing Donovan.

**5. Town Foreman:**

- Mr. Hurlock excused from Council Meeting by Mayor Horn.

**6. Inspections/Enforcement:**

- Mrs. DeBenedictis discussed the draft contract from First State Inspection Agency. This was reviewed by the Town Solicitor and is fine as drafted. This will be read at the next Council Meeting.

**7. Street Committee:**

- Mr. Lightcap discussed the following: Clayton Tavern has requested two parking spots (30 minute parking). Smyrna Avenue & Dickerson Street – parking too dangerous around the curb. Request to put no parking signs on the northside. A Street Committee meeting has been scheduled for 10/17/12 at 6:30 p.m.

**8. Equipment:**

- Mrs. DeBenedictis – Will discuss under new business.

**9. Budget:**

- Mr. Letterman - A meeting needs to be set up prior to 10/24 to discuss the 2013 Budget.

## 10. Planning & Zoning:

- Meeting scheduled for 10/17/12 at 7:00 p.m.

## 11. New Business:

- Copier Contract – Mrs. DeBenedictis discussed the billing issues we have been having. We were sent two erroneous bills. A Dispute was put into Ricoh from the Office Manager to have the account evaluated. The final outcome was a billing error on Ricoh’s part. Instead of a \$5,100 bill we have a \$2,900 bill. The current Maintenance Agreement expires on 12/31/12. Under this agreement we receive our toner and maintenance on the machine, but we pay for all color copies and for black/white copies if we exceed our allowance. We have researched and can purchase the toner on our own. We are requesting to not renew our maintenance agreement. Mr. Dias asked if there is a vendor to perform copier repair if needed. Mr. Letterman stated Calloway in Salisbury, MD does copier repair. Mrs. DeBenedictis stated we will ensure there is a vendor before action is taken.

***Motion made by Mrs. DeBenedictis to not renew the copier maintenance agreement and cancel the contract with Ricoh’s seconded by Mr. Dias. Motion carried unanimously.***

- Front Office Hours – It was requested to change the front office hours from 8:00 a.m. to 4:30 p.m. The phones and the lobby are closed at 4:30 p.m. Personnel stays until 5:00 p.m. to close out. This is only for the Town side. The Office Manager stated this was the request of the front office. She is in agreement.

***Motion made by Mr. Letterman to change the office hours from 8:00 a.m. to 4:30 p.m. starting January 1, 2013 seconded by Mr. Lightcap. Motion carried unanimously.***

- Halloween Trick or Treat - Wednesday, 10/31/12 from 6:00 p.m. 8:00 p.m. Age limit is 12.  
Clayton Elementary Halloween Parade – Wednesday, 10/31/12 at 1:30 p.m.

***Motion made by Mrs. DeBenedictis for Trick or Treating on 10/31/12 6 p.m. to 8 p.m. seconded by Mr. Letterman. Motion carried unanimously.***

***Motion made by Mr. Dias for the Clayton Elementary Halloween Parade on 10/31/12 1:30 p.m. seconded by Mr. Letterman. Motion carried unanimously.***

- William Spence – Wheatley’s Pond HOA – Discussed the pump station. Grass issue by School Lane. Hard for people to see when pulling out. This property is maintained by the State. Spoke with Jeff Hurlock about this. He was requesting speed bumps on the main drag of the development. The fire

department told them this would be dangerous to their trucks. He is asking for lower speed limit signs. This will be discussed at the Street Committee meeting on 10/17/12. The next issue was the railroad tracks between the development and farmland. His last issue was the last six townhomes that were built. He said they are a disaster. The next six homes are about to be built. He wants to ensure this doesn't happen again and asked about the inspection procedure.

**17. Adjournment:**

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

Recording Secretary,

Sue Muncey