

## **COUNCIL MEETING**

### **March 14, 2016**

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The regular meeting of Mayor and Council was held on the above date with Council members Dias, DeBenedictis, Carrow, and Fletcher present with Mayor Letterman presiding. Recording Secretary Melissa Knight, Scott Chambers, Jeff Hurlock, Chief Hill, Al Hill, Howard Blackstone, Robert Botsford, Alvin Miller, Sandy DeLane, Jennifer Keeler, Kathleen Tucker, Ken Lebo, and Doug Bartsch were also in attendance.

#### **1. Approve Minutes:**

*Council Meeting February 8<sup>th</sup> - Mrs. DeBenedictis made a motion to accept the minutes in written form, seconded by Mr. Dias. Motion carried unanimously.*

#### **2. Income and Expense Report:**

*Motion made by Mr. Carrow to accept the Income and Expense Report in its written form, seconded by Mr. Fletcher. Motion carried unanimously.*

#### **3. Communications:**

- Ms. DeBenedictis read the communications – The Public Grant for Smyrna Clayton July 4<sup>th</sup> Association, the grant is for purchasing fireworks in the amount of \$3,000. Mr. Letterman stated the grant for the July 4<sup>th</sup> Association is already listed as an item in the budget and was approved.

#### **4. Street:**

- Mr. Fletcher stated crosswalks and handicap by St. Joe's is to resume. The project on East Street is a working process. Mr. Hurlock asked Mr. Fletcher to schedule a meeting in the future to list the streets that need to be paved. Ms. DeBenedictis would like to see the drainage problem on Highland and Main Street to be fixed.

#### **5. Personnel:**

- Mr. Carrow stated the Personnel Committee held a meeting on March 10<sup>th</sup>, to revise the cash handling policy and that will be coming before Council for next month's meeting. The committee touched on the employee evaluation and there will be something coming further down the road. Mayor Letterman asked if the Council Handbook is still going forward. Mr. Carrow stated the Council Handbook is a working progress.

#### **6. Budget:**

- Mr. Carrow stated he will schedule a meeting in June for the mid-year review.

## **7. Economic Development Committee:**

- Ms. DeBenedictis informed the Council and Public the Committee did not meet last month due to no quorum. The next meeting is scheduled for March 22nd at the Young Bean at 7:00 p.m. The people that were scheduled to attend last month's meeting; will be in attendance for this month.

## **8. DEMEC:**

- Ms. DeBenedictis stated there was no meeting last month. DEMEC has scheduled a quarterly meeting June 1<sup>st</sup> at Dover Downs from 4:00 p.m. to 7:00 p.m. Ms. DeBenedictis will need to know who will be attending from Council and if there are any companies from the town we would like to invite to the meeting; the topic will be regarding the electric cost.
- Ms. DeBenedictis stated last month I asked if Sue Muncey could attend a DEMEC training session in Pennsylvania. Mayor Letterman and Council have no problem with Sue attending the meeting.

## **9. Board of Adjustments:**

- Mr. Hurlock no business. Mayor Letterman stated there is an upcoming training session on April 15th. Mr. Blackstone and Mr. Stover attended a training session last week. Mr. Blackstone said it was beneficial to him.

## **10. Planning and Zoning:**

- Mr. Hurlock stated a Planning and Zoning meeting is scheduled for March 23rd at 7:00 p.m. The agenda for the meeting is regarding the size of the signage the business can have in front of their establishments. The businesses in the town restricted them due to our Ordinance. I have drawn up a draft to increase the size of the signs; to receive input on the issue.
- Mr. Hurlock and Mayor Letterman had a meeting today with our Planning and Zoning consultant. The State Planning has recommended the town go into to full plan update; instead of a review. We will have to schedule a public hearing late June. In 2018 the town would have to do a full update, will not require one in 2018.

## **11. New Business:**

- Rescind Payments for Truck to Electric Capital Reserve – Ms. DeBenedictis stated a couple years ago Council approved to borrow money from the Town of Clayton to purchase a new utility truck. We have been paying the money back and there were questions to why paying for something that we have funds for. The funds in the Electric Capital Reserve are designated to purchase items for the electric department. When the auditor was here in January he stated that we need a motion to rescind the payment.

***A motion was made by Ms. DeBenedictis to rescind the payments for the truck to the Electric Capital Reserve, seconded by Mr. Dias. Motion carried unanimously.***

- Change Council meeting time to 7:00 p.m. with Public Forum to follow after the regular scheduled meeting – Ms. DeBenedictis would like to change the Council meeting time to 7:00 p.m. with the Public Forum to follow after the Council meeting. Ms. DeBenedictis said when there's no one from the public has a comment we are sitting waiting for 7:30 p.m. to start the meeting. If the Council meeting starts at 7:00 p.m. with Public Forum following the meeting the public could speak regarding topics that were discussed at the Council meeting or bring up new concerns they may have.

***A motion was made by Mr. Fletcher to have the Council Meeting to start at 7:00 p.m. with the Public Forum to follow after the new business portion of the meeting starting in June 2016, seconded by Mr. Carrow. Motion carried unanimously.***

- Approval of Final Subdivision Plot by Clements Supply Co., Inc./Skip Rebar – Mr. Hurlock a letter was sent to Council. This is a large lot that is being split and was never recorded.

***A motion was made by Ms. DeBenedictis to accept the Final Subdivision Plot by Clements Supply Co., Inc., seconded by Mr. Dias. Motion carried unanimously.***

- Discuss and possible motion for Smyrna-Clayton Little League Donation – This item was omitted from the agenda.
- Discussion of Town Ordinance, Section 7.2.1 – Partial Tax Exemptions for Totally Disabled Property Owners & Property Owners 65 years of Age & Older – Ms. DeBenedictis would like to have this Ordinance mirror the County. The qualification for Kent County property tax is \$16,000 for individual, \$22,000 for joint and live in Delaware for 5 years. The Town of Clayton uses Kent County assessment so we should mirror the counties property tax qualifications. Mayor Letterman asked “Mr. Chambers if this is something that would need to be in writing to change the Ordinance.” Mr. Chambers said “yes.”
- Discuss and vote on updating Town Ordinance, Section 7.1.2 – Real Property Tax to reflect new tax rate – Mayor Letterman stated this item would need to go to Mr. Chambers as well.
- Pratt Insurance to Review Insurance Policy – Mr. Lebo spoke about the renewal of the Town's Insurance policy with Pratt Insurance. The insurance coverage did increase about 3% for 2016 – 2017. The increase was because of the increase in payroll and the building coverage. The last 2 years the Town of Clayton hasn't had any losses.

- Vote and adopt ordinance changes to Ordinance 1.2-2-8 Payment of Utility Charges – Ms. DeBenedictis read the revised Ordinance. The second reading will be in April.

**13. Adjournment:**

*Motion made by Mr. Carrow and seconded by Mr. Dias to adjourn.  
Motion carried unanimously.*

Recording Secretary,

Melissa Knight

***Public Forum***  
***March 14, 2016***

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Sandra DeLane stated the Town of Clayton needs to hire a code enforcement officer. Ms. DeLane stated there is a lot of trash at 31 Radison Run and 61 Radison Run.