

## **COUNCIL MEETING**

**May 9, 2016**

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The regular meeting of Mayor and Council was held on the above date with Council members Dias, DeBenedictis, Carrow, Fletcher present with Mayor Letterman presiding. Recording Secretary Melissa Knight, Scott Chambers, Chief Hill, Nicholas Oloo, Chris Letterman, Sandy DeLane, and Wayne Stover were also in attendance.

Mayor Letterman made an announcement to the public that the Council Meeting will start at 7:00 p.m. in June and the Public Forum will be held after the new business portion of the meeting.

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

*Personnel Committee Meeting March 10<sup>th</sup>, Council Meeting March 14<sup>th</sup>, Economic Development Committee March 22<sup>nd</sup>, Street Committee Meeting April 4<sup>th</sup>, Council Meeting April 11<sup>th</sup>, Public Hearing – Audit April 19<sup>th</sup>, Economic Development Meeting April 27<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 for March and April in its written form, seconded by Mr. Fletcher. Motion carried unanimously.*

### **3. Chief of Police:**

- Chief Hill spoke with Bob Johnson from Bob Johnson Computer in the industrial park off of Route 300. He has agreed to exchange all of the police officers tough book laptop with new computers with updated software. If the police department were to purchase the tough book laptop computers it would cost \$3,500 each. Mr. Johnson gets these computers from large contracts; he refurbishes the computers and installs updated software. He has agreed to install the newer version for Clayton and Smyrna Police Department at no cost.

### **4. Street:**

- Mr. Fletcher stated curbing and sidewalks are complete on East Street; the only items left is installing the lights and landscaping. The sidewalks and storm drains are complete on Clayton Avenue; just need to patch the blacktop.

### **5. Water & Sewer:**

- Mr. Fletcher stated repairs were done in front of Dr. Donlick's; a section of sewer line was repaired at 6 Main Street and repaired two water leaks.

**6. Budget:**

- Mr. Carrow stated he will schedule a meeting in June to review the budget.

**7. Economic Development:**

- Ms. DeBenedictis stated the committee is working to have the Farmers Market come to Clayton. The committee plans to have the market at Ed Ide's property on Main Street.

**8. DEMEC:**

- Ms. DeBenedictis stated a meeting will be held Wednesday, May 11<sup>th</sup>; she will not be attending. Things are going good with DEMEC. The gas prices are down; electric prices are staying stable. DEMEC is in the process of installing a second fuel tank.

**9. Unfinished Business:**

- 2<sup>nd</sup> reading and adopt ordinance changes to Ordinance 1.2-2-8 Payment of Utility Charges - Ms. DeBenedictis read the ordinance change.

*A motion was made by Mr. Dias to accept the changes to Ordinance 1.2-2-8 Payment of Utility Charges in its written form, seconded by Mr. Fletcher. Motion carried unanimously.*

**10. Swearing in of Town Council Members and Re-Organizational Meeting:**

- Mayor Letterman stated this item has been postponed until June.

**11. New Business:**

- Discuss and Vote on Cash Handling Policy – Mr. Carrow read the purpose for the cash handling policy. The purpose of this policy is to establish good internal controls over the handling of cash and cash equivalents to adequately safeguard and properly record Town assets and to protect those employees who handle those assets.

*A motion was made by Mr. Carrow to accept the Cash Handling Policy in its written form, seconded by Mr. Dias. Motion carried unanimously.*

- Discuss and Possible Motion to Hire Part-time Office – Mr. Dias stated he has discussed with Chief Hill about hiring a part-time police officer and how it would save the Town of Clayton overtime. Mr. Dias turned the discussion over to Chief Hill. Chief Hill stated at the last Public Safety Meeting it was discussed to hire a part-time police officer. This police officer would save the town several thousand dollars a year in overtime money. We will absorb the one time cost of purchasing uniforms for the officer. The part-time officer would not receive overtime pay for holidays. When full-time officer(s) are on vacation or training the part-time officer would work those hours instead of a full-time officer covering resulting in overtime pay. The part-time officer would not take a vehicle home. A question was brought up at the committee

meeting about the labor laws. Chief Hill stated the town doesn't have to pay him overtime; the part-time police officer is aware of this. Chief Hill spoke to Ken Lebo about insurance and there is no additional cost. Mr. Letterman asked, "What about pension?" Chief Hill replied, "No pension and no benefits; straight hourly wage." The part-time officer is aware that he would be covering the hours that are needed when a full-time officer is off and holidays. Mr. Letterman repeated to Chief Hill "it is your position that hiring the part-time officer will be saving the town money." Chief Hill stated with the holiday pay only by hiring the part-time it would save \$4,000. Mr. Carrow questioned if the only expenses will be the uniform and weapon. Chief Hill stated the only expenses will be the uniform and the duty belt. The department already has a weapon, vehicle, and computer. Ms. DeBenedictis stated "I'm going to be the bad guy. Is this in your budget to have the additional police officer?" Chief Hill said there is not a specific line item; what I am going to do is take the money from the overtime. Ms. DeBenedictis stated "I know that we added \$10 to the property tax to the budget in July. We are spending money that we do not have yet. That is my concern." Chief Hill replied "We do have it; it's in the overtime budget. You are going to spend more money in overtime then if you hire the part-time to work the overtime and holiday hours. I am paying a Sgt. \$40 to \$45 an hour in overtime when you could have the part-time work for \$21 an hour." Ms. DeBenedictis said "I just want to make sure that he will not be a full-time police officer later." Chief Hill replied "Well I can not say that; I am asking for a part-time police officer." Mr. Letterman stated Council would have to approve the part-time officer to become full-time. Ms. DeBenedictis informed Council that she was asked these questions by constituents.

***A motion was made by Mr. Dias to hire a part-time officer with the stipulations Chief Hill has stated, seconded by Mr. Fletcher. Mr. Dias, Mr. Carrow, and Mr. Fletcher voted for the part-time police officer and Ms. DeBenedictis abstained.***

- First Reading of the Town Ordinance, Section 7.2.1 – Partial Tax Exemptions for Totally Disabled Property Owners & Property Owners 65 years of Age & Older – Ms. DeBenedictis read the Town Ordinance to mirror Kent County. The ordinance will have its second reading at the June's Council Meeting.
- First Reading of the Town Ordinance, Section 7.1.2 – Real Property Tax to reflect new tax rate – Ms. DeBenedictis read the Town Ordinance to mirror Kent County. The ordinance will have its second reading at the June's Council Meeting.
- Resolution authorizing maintaining Downtown Development District application – Ms. DeBenedictis stated the state is accepting application for the designation of the second round of Districts. The Town of Clayton submitted an application for designation as a Downtown Development District in the

first round of applications on November 1, 2014. The town desires that the application submitted in the first round remain on file and be reviewed with no changes in the second round.

***A motion was made by Ms. DeBenedictis to adopt the resolution of the Downtown Development District, seconded by Mr. Dias. Motion carried unanimously.***

Mayor Letterman announced to the public that Council will be going into an executive session for preliminary discussions of site acquisition for publicly funded capital improvement.

***A motion was made Mr. Carrow to go into Executive Session of site acquisition for publicly funded capital improvement, seconded by Ms. DeBenedictis. Motion carried unanimously.***

Mayor Letterman stated there is sitting in the other room if you would like to stay; after the Executive Session the Council Meeting will resume with the adjournment.

***A motion was made by Ms. DeBenedictis to close the Executive Session of the meeting, seconded by Mr. Dias. Motion carried unanimously.***

## **12. Adjournment:**

Mayor Letterman asks “with no further business, do I have a motion for Adjournment?”

***A motion was made by Mr. Fletcher to adjourn the meeting, seconded by Mr. Carrow. Motion carried unanimously.***

Recording Secretary,

Melissa Knight

***Public Forum***  
***May 9, 2016***

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Ms. DeLane stated that the town needs to update their ordinance about parking on the streets. Residents are parking on the streets and blocking driveways in her development.