

Council Meeting
November 14, 2016
7:00 p.m.

The regular meeting of Mayor and Council was held on the above date and time with Council members Carrow, Dias, and Fletcher present with Mayor Letterman presiding. Town Foreman Hurlock, Chief Hill, Recording Secretary Sue Muncey, Scott Chambers, Joan Bestpitch, Sandy Dukes, Doug Bartsch, Jen Keeler, and Sandra Delane were also in attendance.

1. **Call to Order** - Mr. Letterman called the meeting to order at 7:00 p.m.
2. **Pledge to the Flag** – Mr. Carrow led the Pledge of Allegiance.
3. **Approval of Minutes** –

Mr. Dias made a motion to approve the Town Council Meeting minutes of October 10, 2016, and the Budget Meeting of October 25, 2016 in written form. Mr. Fletcher seconded the motion. Motion carried unanimously.

4. **Approval of Income and Expense Report** –

Mr. Carrow made a motion to approve the Income and Expense Report. Mr. Dias seconded the motion. Motion carried unanimously.

5. **Communications** – Mr. Letterman read the Communications. We have an Application for Parades and Assemblies from the Smyrna/Clayton July 4th Association for the Christmas parade on December 4, 2016 at 4:00 p.m. The parade route will start at Clayton Elementary, go down Main Street, and turn down Reed Street. The parade will end at Eagle Group. This has been approved by the Police Chief.
6. **Report of the Chief of Police** – Mr. Hill said a Public Safety meeting needs to be scheduled. He will discuss scheduling with Mr. Carrow and Mr. Dias. It needs to be done before the next Council Meeting. The police contract needs to be discussed before the end of the year.
7. **Report of the Town Foreman** – Mr. Hurlock stated he, the Mayor, and Mr. Fletcher attended a MS4 meeting with DNREC on October 24, 2016. It was a very informative meeting. The Town has to have a plan in place for the discharge of water into the Smyrna River. This is mandated by the Federal government and is enforced by the State. This will be a cumbersome project. There is discussion of discouraging the washing of cars in the streets which will cause run off. It will cost approximately \$50,000 to hire an engineer. He recently received an application for a 50/50 matching grant. This needs to be completed immediately. The cost would then be approximately \$25,000. Mr. Hurlock stated he has most of that in the budget. If we wait, the cost will only increase. Mr. Hurlock discussed the Public Works building purchase. He wanted to update Council on the status. He spoke with the owner's representative. He asked to have a meeting set

up between all parties (Council, owner, and Town Solicitor) so they could discuss the issues face to face instead of over the telephone. The current owner will not bore the site to have it tested. Depending on how the boring is done, it could cost from \$6,000 to \$20,000 to test. The previous owner received grant money to have tanks removed. The building might be sitting on one of the tanks. Jeff will set up a meeting between all parties. Mr. Letterman stated the \$50,000 cost for the MS4 – they elected to process the grant. Mr. Fletcher asked if this included the engineer mapping everything. Mr. Hurlock stated this is to put the permit into our hands. We do not have the staff to do this like larger municipalities.

8. **Report of the Town Solicitor** – Mr. Chambers stated if you have a quorum for this building meeting, you will have to post the meeting for the public. Mr. Chambers had no other report.

9. **Report from Inspections/Enforcement** – No Report

10. Reports from Members of Council

a. **Report from Electric Committee** – Mr. Hurlock stated at the last DEMEC meeting it was stated with solar applications we will be able to collect our expenses. This could include the review of the application and the cost of the meter. Certain things are in legislation regarding solar. Mr. Letterman stated we will need a representative at the DEMEC meetings. Currently Jeff Hurlock is the alternate. Mr. Letterman stated he spoke with Mr. Dias and he is willing to step in if needed. Jeff will go with him to the next DEMEC meeting.

b. **Report from Street Committee** – Mr. Fletcher stated the paving project in front of First State Military Academy is complete. They are in the final stages of completing Clayton Avenue. Mr. Letterman stated the prevailing wage issue is currently in legislation to be discussed in January. This project was under \$50,000 so we didn't have to worry about it. We will be waiting to start the paving job on Rodney Street until this is resolved in legislation.

c. **Report from Water & Sewer Committee** – No Report

d. **Report from Equipment Committee** – Mr. Dias had no report. Mr. Hurlock stated the new service truck is complete. The snow plow has been put on.

e. **Report from Personnel Committee** – No Report

f. **Report from Police Committee** – No Report

g. **Report from Budget Committee** – Mr. Fletcher stated the 2017 budget was approved at the meeting held on October 25, 2016.

h. **Report from Economic Development Committee** – Mr. Carrow stated the next meeting is November 15, 2016 at 6:30 p.m.

i. **Report from DEMEC** – No Report

j. Report from Board of Adjustments – No Report

k. Report from Planning & Zoning Committee – Mr. Hurlock stated a meeting is scheduled for November 29, 2016 at 7:00 p.m. to discuss a site plan permit to build a dwelling within the town zone center.

l. Appeals Board – No Report

11. Unfinished Business – No Business

12. New Business –

- a.** Joan L. Bestpitch – Clayton Lions Club – Requesting to put up four (4) road signs advertising their club and its meeting place. Location of signs to be at areas entering into town. Mrs. Bestpitch explained to the Council what the Lions Club does. They have many programs that they help the needy with. The Clayton Lions Club is asking permission to put up road signs on the west side of Clayton and the east side on Route 6 and Route 300. The signs are 30” in size. They are asking permission to post these signs; and if approved, what are the requirements. Mr. Letterman opened the discussion up to Council. He suggested turning this over to Mr. Fletcher and setting up a Street Committee meeting for discussion and approval. He asked Sue to send out an email. Mr. Letterman explained to Mrs. Bestpitch that it would have to go before the Street Committee first. They would make their recommendation to Council. Council would then be able to make their decision.
- b.** Recognition of Clayton Railroad Days – Mr. Carrow wanted to recognize the Clayton Railroad Days committee. Sandy Dukes and her daughter, Jennifer, did an outstanding job this year. Despite the rain, it was a big success. Mr. Carrow stated we will continue to hold this in October and we can have the schools involved. This took months of planning. Mr. Carrow wanted to thank the Council for their support and both the Public Safety and Public Works Departments for their support.

13. Public Forum –

- a.** Ms. Delane – Spoke of the Lions Club. They do help. They used to have a location in Dover on Route 13. They had signs posted. Ms. Delane also wanted to speak of the Town Ordinance. If you do it, do it right. She discussed putting tickets on cars during street cleaning. You pick and choose who you give a ticket to. Mr. Hill asked what they did wrong. Ms. Delane stated they didn't. Mr. Letterman stated we were not going to get into a discussion about this at this time. She also discussed about parking by driveways. They should be so far away. Ms. Delane stated she will write a letter about this.

14. Adjournment – Mr. Letterman asked if there was any further business. He asked for a motion to adjourn.

Mr. Carrow made a motion to adjourn the meeting. Mr. Dias seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:30 p.m.

Recording Secretary,

Sue Muncey