

**Town of Felton
Town Council Meeting
July 8, 2013
6:30 pm**

Mayor Kelley called the Town Council Meeting of Felton to order at 6:30 pm on Monday, July 8, 2013. Present at the meeting were:

Council Members: Mayor Kelley, Vice-Mayor Joe Yapsuga, Kevin Fletcher, Joanne Clendaniel and Anthony Carroll.

Staff: Town Manager, Rebecca Greene; Chief Levi Brown.

Citizens Concerns:

Councilman Fletcher stated that people are parking on Church Street right at the intersection of Jefferson Street. Cars on Jefferson Street needing to turn on Church Street are having an issue seeing around the parked cars. He is concerned that is potential for an accident. Chief Brown said that people have always parked there. Councilman Carroll said he thought there was a fifty foot no parking zone at intersections. Chief Brown said he was not aware of that law. He would check into the law and also talk to the Cromptons who park in that area.

Police Report:

Chief Brown presented the June 2013 Police Report.

| Officer | Reg | SEU | Total |
|----------------|------------|------------|--------------|
| 9451 | 110 | 37 | 147 |
| 9452 | 58 | 44 | 102 |
| 9453 | 93 | 66 | 159 |
| 9454 | 116 | 55 | 171 |
| 9455 | 59 | 148 | 207 |

Vice Mayor Yapsuga asked the Chief if the grants had changed over the last year. The Chief stated the only change in our regular grants is the way that the SLEAF grant is calculated. The State is now giving more money to the police departments that turn in more drug money. Unfortunately, a town our size does not collect drug money the way the larger municipalities are able to seize the money. Chief feels that the State should also consider how many tickets are written by the municipality. Tickets also put money in the State fund. Felton is one of the top three ticket writers in the State.

Motion: Vice-Mayor Yapsuga made a motion to accept the June 2013 Police Report. Councilwoman Clendaniel seconded the motion. The motion was passed unanimously.

Budget Report:

Rebecca stated that this is our fiscal year-end report. All departments came in under budget. Vice-Mayor Yapsuga asked how the Stone Depot had done this year. Rebecca advised that the numbers in the budget for royalties are higher than projected so therefore they have had a really good year. Vice-Mayor Yapsuga also asked about the contract with Pennsy. Rebecca advised it is a five-year lease with an automatic five-year extension. The Mayor agreed those were the conditions of the lease.

Motion: Councilwoman Clendaniel made a motion to accept the Budget Report. Vice-Mayor Yapsuga seconded the motion. The motion was passed unanimously.

Minutes:

Town Council Meeting Minutes:

Mayor Kelley presented the June 10, 2013 Town Council Meeting Minutes asking if there were any questions. There were no questions.

Motion: Vice-Mayor Yapsuga made a motion to accept the June 10, 2013 Town Council Meeting Minutes. Councilwoman Clendaniel seconded the motion. The motion was passed unanimously.

Planning & Zoning Minutes:

Mayor Kelley presented the July 2, 2013 Planning and Zoning Meeting Minutes asking if there were any questions. Vice-Mayor Yapsuga asked about Mr. Voshell's paperwork not being complete. Rebecca advised him that he did not have a deck on the plot plan but he did have it on the home plans. Mr. Voshell added the deck to the plot plan. Mr. Voshell also said that the garage would be entered from the side of the property. However, he did not have enough room and therefore the garage will have to be accessed through the front of the home. Rebecca stated that it would be explained on the Compliance Letter to make sure the County was aware of the issue with the garage. Rebecca has also asked Ralph to keep an eye on the project and let her know if Mr. Voshell is not putting access in the front of the garage.

Motion: Vice-Mayor Yapsuga made a motion to accept the July 2, 2013 Planning and Zoning Minutes. Councilman Carroll seconded the motion. The motion was passed unanimously.

Second Reading of the Revised Planning and Zoning Ordinance:

Mayor Kelley reminded Council that there was no citizen participation in the Public Hearing that was held prior to this Council Meeting. He asked if any of the Council Members had any comments regarding the revisions to the Ordinance. There were no questions or discussions regarding the changes to the Ordinance.

Motion: Councilwoman Clendaniel made a motion to approve the Revised Planning and Zoning Ordinance. Councilman Carroll seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley-yes; Vice-Mayor Yapsuga -yes; Council Member Clendaniel – yes; Councilman Carroll – yes and Councilman Fletcher –yes.

Community Redevelopment Grant 40% - 60% Split – New Flooring for Town Hall - \$11,000:

Rebecca stated that the Town has had this grant since before she began working for the Town. She has been receiving notifications from the State asking if we were going to use the money. If we do not use the money that State will take back the funding. Rebecca is requesting that the flooring in Town Hall be replaced. The grant will pay 40% which totals 4,242 and the Town will be responsible for \$6,363. The carpeting is commercial grade. The installer will be moving all of the furniture, to include the safe and all fireproof file cabinets.

The Mayor asked if we really needed to replace the carpet and linoleum upstairs. Vice-Mayor Yapsuga said it should all be done at one time. There was no other discussion about the flooring.

Motion: Vice-Mayor Yapsuga made a motion to install new flooring through the building and to use the Community Redevelopment Grant. Councilman Carroll seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley-yes; Vice-Mayor Yapsuga - yes; Council Member Clendaniel – yes; Councilman Carroll – yes and Councilman Fletcher –yes.

Proposed Financing for Purchase of New Police Vehicle - \$24,000:

Rebecca advised the Council that she had spoken with CNB and the best interest rate they could give us for the purchase of the new police vehicle is 3.7%. Rebecca stated that currently our savings account at the bank is giving us a rate of .25%. Rebecca feels that it makes more sense for us to take the cash out of the savings account and pay for the vehicle.

We have budgeted \$10,000 a year to come out of the Police Budget to pay for the car. Rebecca would cut two checks annually of \$5,000 to put money back into the savings account to pay for the car. The checks would be issued in December and June.

The Council agreed that we would actually be losing money if we took out a loan.

Motion: Councilman Anthony made a motion to take the money for the 2014 Dodge Charger out of the savings account and pay the balance in full for the car. Two checks annually totaling \$10,000 will go back into the savings account to reimburse for the purchase price of the vehicle. Councilwoman Joanne Clendaniel seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley-yes; Vice-Mayor Yapsuga -yes; Council Member Clendaniel – yes; Councilman Carroll – yes and Councilman Fletcher –yes.

Resolution 13-R-02 Establishing an Official Map Depicting the Municipal Boundaries of the Town of Felton:

Rebecca advised the Council that she had attended a meeting about two months ago where the discussion was boundary maps. The majority of the municipalities in the State have language in their charter stating that the official boundary map is recorded with the County. The Town of Felton Charter has this language.

This Resolution states that the map presented tonight is the official boundary map and can be filed with Kent County. The executed Resolution and an original map with the Mayor's signature need to be filed with the County.

Rebecca also advised the only time the map will need to be re-filed is when property is annexed into the Town.

Motion: Vice-Mayor Yapsuga made a motion to approve Resolution 13-R-02 and to file the Resolution and the Boundary map with Kent County. Councilman Carroll accepted the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley-yes; Vice-Mayor Yapsuga -yes; Council Member Clendaniel – yes; Councilman Carroll – yes and Councilman Fletcher –yes.

Requesting an Employee be allowed to do Contract Work During Off Hours – Saving the Town \$33 per Hour in Labor Charges:

Rebecca asked if it was valid for Joshua Smith, PW Employee, to work on the lawn mower during his off hours and pay him \$35 an hour in labor. This will save the town \$33 an hour in labor and also save at least \$125 in pickup/delivery fees. The last time the mower broke Josh was able to fix it during work hours.

The Mayor said the workload is just not heavy enough to warrant allowing him to take the lawnmower off of Town property. The Vice-Mayor agreed and said that there should not be that much repair that needs to be done to the lawnmower and if there is we need to reconsider the type of lawnmower the Town purchased in the future. The general consensus was that there should be no reason that Josh does not have the time at work to work on the lawnmower. If for some reason he is not able to fit it in his schedule then the Town Manager can authorize overtime for him to complete the work.

The meeting adjourned at 7:16.

These minutes were prepared by Rebecca Greene, Town Manager.

Rebecca Greene

Date