

**Town of Felton
Town Council Meeting
October 20, 2014
6:30 pm**

Mayor Kelley called the Town Council Meeting of Felton to order at 6:30 pm on October 20, 2014. Present at the meeting were:

Council Members: Mayor Dave Kelley; Vice-Mayor Joe Yapsuga; Michael Routh; Joanne Clendaniel and Anthony Carroll.

Staff: Town Manager; Rebecca Greene, Chief; Levi Brown and Town Clerk; Amy Lupinetti.

Public: Residents; Michelle Compton and April Mitchell, Fire Chief; Andy Ney and President of the Fire Co; Terry Killen.

Citizen's Concerns:

Mayor Kelley asked if there were any citizens concerns. Michelle Crompton stated that she lives on Jefferson Street and stated her concerns with the no parking issues and would like to know if it was possible to get four parking spaces on Jefferson Street in front of their house. She also stated that currently two of the four vehicles are disabled and will be removed to get repaired but there will be a total of four vehicles once those are fixed. Mrs. Crompton requested that the no parking sign that was placed on the street be moved forward. Mayor Kelley asked if she had a driveway and Rebecca stated there is a gate on the side that leads into the backyard. Mayor Kelley stated originally No Parking signs were put on Jefferson Street to enforce the one sided parking. After the signs were installed the Crompton's parked on Church Street and then that caused the grass and street to deteriorate. Michelle stated that she would like more parking on Jefferson Street because she does not feel comfortable parking across the street and walking her kids across Church Street everyday when she leaves and comes home. Mayor Kelley asked Levi if he had a problem with the sign being moved and Levi replied that he would check on that issue.

Chief Brown and Mrs. Crompton left Town Hall to check and see how far the sign would need to be moved. In the meantime Chief Andy from the Felton Fire Company entered the Council Meeting. Mayor Kelley asked the Fire Chief if he had a problem with the sign being moved six to eight feet and he said that he didn't think that would be a problem. Chief Brown and Mrs. Crompton came back to Town Hall and said that the sign would have to be moved 12 feet. Chief Andy stated that should not be a problem and Rebecca stated that the sign would be moved tomorrow.

Terry Killen and Chief Andy introduced themselves to Council and discussed how grateful they are for the help the Town contributed at their 75th Anniversary Celebration and presented the Town with a trophy. Mayor Kelley thanked them for the trophy and stated that if they ever need anything from the Town just call Town Hall.

Councilwoman Clendaniel asked about burning in the Town and Rebecca stated that they cannot burn anything unless it is contained in a fire pit that has been purchased. Councilman Routh stated that every spring DNREC puts out notifications for a burning ban. Councilman

Routh also stated that he believes the basic size for a fire pit is four by four and anything bigger than that is probably not allowed.

Police Report:

Chief Brown presented the September 2014 Police Report asking if there are any questions. Councilman Routh stated that he noticed a drop in the patrol hours and Chief Brown replied that last year at this time they were running Highway Safety and also Guild is deployed.

Officer	Reg	SEU	Total
9451	120	48	168
9452	55	65	120
9453	95	16	111
9454	86	10	96
9455	0	0	0

Motion: Vice-Mayor Yapsuga made a motion to approve the September 2014 Police Report. Councilwoman Clendaniel seconded the motion. The motion was passed unanimously.

Budget Report:

Rebecca stated the auditor will be at the November meeting and the contractor will begin the work at Town Hall next week. Councilman Routh stated that he would like to know when the Contractor will be doing the steps and he will come to Town Hall and inspect them.

Rebecca stated that the Police Department will be receiving a grant from Kent County and that will be used to pay off the Charger in December. In January Albert will be ordering his vehicle.

Rebecca stated that we have about \$20,000 in outstanding taxes. This includes the sheriff sales and Kent County will be putting a property in Town up for sheriff sale but they owe the County so much money we may not see the money that is owed to the Town, approximately \$600.

Councilman Yapsuga asked when Council will see the water rate information and Rebecca replied December or January the rates should be presented to Council and then we will have a few workshops for the residents.

Motion: Vice-Mayor Yapsuga made a motion to approve the September 2014 Budget Report. Councilman Carroll seconded the motion. The motion was passed unanimously.

Minutes:

Town Council Meeting Minutes:

Mayor Kelley presented the September 8, 2014 Town Council Meeting Minutes asking if there were any questions. There were no questions.

Motion: Councilwoman Clendaniel made a motion to accept the September 8, 2014 Town Council Meeting Minutes. Councilman Routh seconded the motion. The motion was passed unanimously.

Planning and Zoning Meeting Minutes:

Mayor Kelley presented the October 7, 2014 Planning and Zoning Meeting Minutes asking if there were any questions. Councilman Clendaniel asked if there were any other properties that had the same gas tank that Rod Donovan put on his property and Rebecca replied that the Fire Company has one on their property. Rebecca stated that she called Kent County and they told her that Rod only has to deal with the Fire Marshall and once he gets the approval from them he will bring us his paperwork.

Motion: Vice-Mayor Yapsuga made a motion to accept the October 7, 2014 Planning and Zoning Meeting Minutes. Councilwoman Clendaniel seconded the motion. The motion was passed unanimously.

Vote for Conditional Use Request In Home Daycare – 113 Walnut St:

Mayor Kelley stated that the Town has not received any concerns regarding the Conditional Use Request.

Motion: Councilman Carroll made a motion to approve the Conditional Request of an In Home Daycare at 113 Walnut Street. Councilman Routh seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley - yes; Vice-Mayor Yapasuga – yes; Councilman Routh – yes; Councilwoman Clendaniel – yes and Councilman Carroll – yes.

Code Red Notification System:

Rebecca stated that she has looked into a program that will send a voice recording out to all citizens for different alerts. The citizens would have to sign up to receive the alerts and it will cost \$2,000 a year. Mrs. Crompton suggested that we could post any information for the residents on the board at the Fire Department. Councilman Routh stated that he doesn't think the Town should pay \$2,000 a year to send robocalls to the residents. Rebecca stated that we can see if we can access the voice mail from home and we can leave any information on there for the residents if there is an emergency. Rebecca stated that she will look into other options and it will be tabled until next month.

Approval of 2015 Holiday Schedule:

Motion: Councilman Routh made a motion to approve the 2015 Holiday Schedule. Councilman Carroll seconded the motion. The motion was passed unanimously

Discussion of Public Works Weekly List:

Rebecca stated that when Josh was brought on full-time there was a request to keep a weekly list of what Public Works did throughout the week. Every Monday I meet with Ralph and Josh and we go over what they did the week before. Rebecca explained when she makes a list it has to be goal oriented and she feels that is isn't goal oriented. Councilman Routh asked how their work is tracked if they do not keep the list and Rebecca stated that she knows what their duties are each week. Councilman Routh stated that if Rebecca knows what they are doing then we should get rid of the list and we can approach her if we have any questions about their work.

Vice-Mayor Yapsuga stated the whole purpose for the list was to see if there was enough work for Josh to be full-time. It has been justified and now we can get rid of the list. Vice-Mayor Yapsuga stated that there was some stuff around Town that needed to be done. We felt like the stuff was not getting done. Mayor Kelley stated that maybe we won't have those issues now that Josh is on full-time.

Proposed Revisions to the Standard and Specifications Procedures:

Rebecca stated that she had an issue with a resident wanting an asphalt driveway and apron. We thought that our written rule was the apron and driveway had to be done in concrete. The resident requested to see where it was stated in the Standards and Specifications and I could not find it. Rebecca stated that she would like to revise the Standards and Specifications stating that the apron had to be done in concrete and asked if anyone had any input. Mayor Kelley asked if it will be okay for them to have an asphalt driveway and Rebecca replied the main concern is the strength of the apron.

Resolution 14-R-02 to Declare the Month of November “Pancreatic Cancer Awareness Month” In the Town of Felton:

Rebecca stated that we received a call from a lady that belongs to some organization requesting that we make November be Pancreatic Cancer Awareness Month.

Motion: Councilman Routh made a motion to approve Resolution 14-R-02. Vice-Mayor Yapsuga seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley - yes; Vice-Mayor Yapsuga – yes; Councilman Routh – yes; Councilwoman Clendaniel – yes and Councilman Carroll – yes.

The meeting adjourned at 7:24pm.

These minutes were prepared by Amy Lupinetti, Town Clerk.

Amy Lupinetti

Date