

**Town of Felton
Town Council Meeting
December 12, 2016
6:30 pm**

Mayor Kelley called the Town Council Meeting of Felton to order at 6:30 pm on Monday, December 12, 2016. Present at the meeting were:

Council Members: Mayor Dave Kelley, Vice Mayor Joe Yapsuga, Joanne Clendaniel, Anthony Carroll & Diana Dolan-Beulah.

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

Public: Janette Carroll and Town Auditor, Jeff Meaney.

Citizens Concerns:

There were no Citizens Concerns.

Police Report:

Chief Brown presented the October 2016 and November 2016 Police Report asking if there were any questions. Mayor Kelley asked what the OHS Driving Campaign was and Levi replied Highway Safety.

Motion: Councilmember Carroll made a motion to accept the Police reports. Councilmember Clendaniel seconded the motion. The motion was passed unanimously.

Budget Report:

Rebecca stated that the only budget that is off is the water department because we paid \$20,000 in the beginning of the year for the Water Tower agreement. Rebecca stated that Ralph found a new lawn mower for about \$8600 and he is looking into trading in the old mower. Rebecca asked Council to look on the summary sheet and take notice that the Water Reserve line is at \$29,000 and that money is for water repairs.

Vice-Mayor Yapsuga asked if there were any new updates on the security for the building and Rebecca stated that she is waiting on the grant information and has to take some pictures of the building.

Motion: Vice-Mayor Yapsuga made a motion to accept the November 2016 budget report. Councilman Carroll seconded the motion. The motion was passed unanimously.

Minutes:

Town Council Meeting Minutes:

Mayor Kelley presented the November 14, 2016 Town Council Meeting Minutes asking if there were any questions. There were no questions.

Motion: Councilmember Clendaniel made a motion to accept the November 14, 2016 Town Council Meeting Minutes. Vice-Mayor Clendaniel seconded the motion. The motion was passed unanimously.

FY16 Auditor Report:

Jeff Meaney reviewed the financial statements with Council and stated that the Town operated within budget and the Revenue line was higher than budgeted but that is good. Rebecca stated the carryover number is \$154,488.73 and we budgeted \$140,000.

Motion: Councilmember made a motion to accept the FY16 Auditor Report. Councilmember Carroll seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley-yes; Vice-Mayor Yapsuga – yes; Councilmember Carroll – yes; Councilmember Clendaniel –yes and Councilman Dolan-Beulah-yes.

Second Reading of the Abandoned Vehicle Ordinance:

Rebecca stated that we will have a Public Hearing next month and then we will proceed with the approval of the Ordinance.

Motion: Vice-Mayor Yapsuga made a motion to accept the Second Reading of the Abandoned Vehicle Ordinance. Councilmember Clendaniel seconded the motion. The motion was passed unanimously. Roll call was taken: Mayor Kelley-yes; Vice-Mayor Yapsuga – yes; Councilmember Clendaniel –yes; Councilmember Carroll - yes and Councilman Dolan-Beulah-yes.

FY16 Police Overtime:

Rebecca explained at the last meeting Joe asked about Police overtime and she said that she would gather the information and have it ready for this meeting. Rebecca gave Council a copy of the overtime stats and explained the overtime. Levi stated that most of the over time is shift coverage and rarely does an officer have to stay past their shift. He explained that Swan's overtime is high because he does not write any of it off as SEU and that is what the other officers do. Councilmember Clendaniel asked if he gets more money at his overtime rate than SEU and Rebecca stated that he gets a little more. Levi explained that when the officers do SEU they have to produce tickets and provide backup paperwork. Vice-Mayor Yapsuga stated that he notices one employee that picks up multiple paid jobs that don't require any work but never works any SEU. Chief Brown explained to Council the procedure on how the Officers convert their overtime to SEU. Rebecca stated that the Town budgets for each officer to have 150 hours of overtime and when the officers go over it messes with the budget. Rebecca suggested that on Friday's when all officers are scheduled to work if an Officer has overtime for that week they should stay home.

Police Shift Change:

Levi stated that as of January 2, 2017 he is realigning shifts for the Officers. Rebecca asked what the new teams will be and Levi replied that Thomas and Guild will on one shift and him and Swan will work on the other shift. Mayor Kelley asked what the Town's coverage is and Levy stated 6am-2am on Friday, Saturday and Sunday and 6am-12am on the other days. Mayor Kelley asked when we get money from grants to run special patrols do we have certain hours those patrols have to be worked. Levi replied with Highway Safety there are certain days and hours those shifts have to be run and with Violent Crimes those patrols are ran from 2am-6am.

Vice-Mayor Yapsuga asked if an Officer cannot show up for his shift who is responsible for making sure that shift is covered. Chief Brown stated the Supervisor on duty is responsible for getting that shift covered and if there is no coverage then they are told that they have to come in for work. State Police does not provide coverage for us unless there is an employee's wedding or something similar, but that is very rare.

The Council Meeting recessed at 7pm for an Executive Session.

The Regular Meeting reconvened at 8:12pm.

The meeting was adjourned at 8:13pm.

Motion: Vice-Mayor Yapsuga made a motion to adjourn the meeting. Councilwoman Clendaniel seconded the motion. The motion was passed unanimously.

These minutes were prepared by Amy Thomas, Town Clerk.

Amy Thomas, Town Clerk

Date